



Survival Response LLC
Ad Vitam Paramus

Business Security Checklist

Use this as a guide as check your business for security measures. Each business is different and may require further assessment for vulnerabilities specific to the organization.

Exterior

- o Exterior lighting sufficiently illuminates potential oncoming threats at night
- o Exterior lights are protected by wire cages over the bulbs
- o Exterior lights are inspected regularly to ensure they are functioning
- o Landscaping near entrances and around the parking lot trimmed to eliminate hiding places
- o Outdoor seating areas are secured or locked inside the building during non-operating hours
- o Blinds or curtains block the outside view from looking in
- o Waste disposal area is well lit
- o Dumpster locked to prevent illegal dumping, someone hiding inside, or setting on fire
- o Rear windows are equipped with mirrors on the sides to allow employees a view of the sides and back of the building

Doors, Windows, & Openings

- o Are all entrances clearly visible, both from the parking lot and the street
- o All entrance doors have shatterproof glass that allow a person to look outside before opening the door
- o Are door and window locks are regularly inspected and in working order
- o All doors are fire-rated, self-closing, and hinged from the inside
- o Rear doors are locked during operating hours to prevent entry of intruders, and equipped with panic hardware for emergency exit
- o Employee entrances and other non-public entrances are closed securely and locked to prevent entry of intruders
- o Height lines are marked on the door frame of non-public entrances where they can be seen by employees to help estimate the height of suspects
- o Windows are clear of posters or signs that block the view from inside out and outside in
- o Windows that can be opened, are always closed and locked when the business is closed
- o When an emergency exit is needed, window locks and security bars be easily unlocked
- o Heating, ventilation, and air conditioning ducts are covered and at least 10 ft off the ground to prevent injury



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Interior Areas

- o Main entry have a waiting area are segregated from entry and employees
- o Interior rooms and hallways are well lit
- o There clear lines of sight between storage racks
- o Employees in storage areas can clearly see the doorway
- o Hallways are free of boxes or equipment that might provide hiding places or hazards
- o Windows and locks on windows in restrooms are in good repair to prevent entry or exit of an intruder
- o Employee access to locker rooms or break areas are limited to employees
- o Employees have been instructed to leave their valuables at home or locked away from public access
- o Employees provide their own locks for their lockers and use them
- o Lockers and break rooms are monitored for security violations and employee safety
- o Time clocks are in a secure location

Business Policies

- o There are written policies and procedures for employees who open and close the facility
- o A manager is present for opening and closing
- o Employees are trained in opening and closing procedures
- o Employees inspect the exterior of the building for signs of burglary or vandalism before entering
- o Employees lock the door behind them and keep it locked until it's time to open for business
- o Employees make a complete inspection of the facility before closing to confirm no one is hiding inside
- o Cash registers are in central areas and not near exits
- o A map of the facility is readily available in case of an emergency
- o There is written employee policies and procedures for handling money and receipts
- o All employees who handle cash, checks, and credit cards are trained to recognize altered documents, money, money orders, traveler's checks and driver licenses



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Business Policies

- o Money is counted only behind a closed, locked door
- o Safes are secured to the floor or wall so they cannot be removed
- o There are sensors and alarms for all external doors and windows, areas, cash registers and safes Sensors and alarms are set at closing
- o Sensors and alarms are regularly inspected and maintained to be in working order
- o Alarms are tested regularly by the supplier or qualified technician
- o Employees are trained in the policies and use of the alarm and sensor system
- o Employees know what to do in the event of a false alarm or accidental triggering
- o Employees have had safety training related to emergencies
- o Employees have access to emergency response hotlines
- o Inventory up-to-date and accessible

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