

ACCESS CONTROL	YES	NO	N/A	COMMENTS
Are visitors required to sign in and wear a visitors' badge?				
Do workers wear identification such as a photo ID?				
Is access to work areas only through staffed reception area?				
Are work areas designed to prevent unauthorized entry?				
Is access to any other connected buildings controlled?				
Are employee-only areas separate from public areas?				
Are entrances and exits well marked?				
Is there a system to alert workers of intruders?				
Are there places of concealment—stairwells, doorways, unoccupied rooms?				
Is there an emergency button or telephone in each elevator?				
ESCAPE OPPORTUNITIES	YES	NO	N/A	COMMENTS
Are there at least two exits and adequate routes of escape?				
Are work areas or reception rooms organized to prevent workers from being trapped?				
Are interview rooms designed to ensure unimpeded exit by both the worker and visitor?				
Are private, locked restrooms available for workers?				
Are there places where workers can go for protection in an emergency?				
Do operational requirements create an isolated work situation or area, such as a worker working alone at night?				

CONTACT WITH PUBLIC	YES	NO	N/A	COMMENTS
Do workers work in direct contact with the public?				
Do workers exchange money with customers?				
Is your facility in a high-crime area?				
Do you have workers who work in vehicles?				
Does your staff work with unstable or volatile persons in health care, social services, or criminal settings?				
Do workers guard valuable goods or property (e.g. a museum or armored car)?				
Do workers work in small numbers (less than 5)?				
Do workers work in community-based settings or going door-to-door to residences?				
VISIBILITY	YES	NO	N/A	COMMENTS
Is the lighting inside and outside the facility adequate to see clearly at all times?				
Do workers feel safe walking from the workplace?				
Are entrances to the building clearly visible from the street or from the security station?				
Is the area surrounding the facility free from places of concealment, such as bushes?				
Is video surveillance provided outside the building?				
Do interview rooms have windows?				
STORAGE AREAS	YES	NO	N/A	COMMENTS
Is a secure place available for workers to store personal belongings?				
Are weapons stored at your facility?				
CASH HANDLING	YES	NO	N/A	COMMENTS
Are limited amounts of cash kept on hand?				
Is there a safe for large amounts of cash?				
Does cashier have entry/exit separate from public access?				
Does the cash-handling area have silent alarm?				
Do doors have spring-loaded closing with automatic lock, keyed entry, or opened from inside only?				

Are deposits made randomly and workers making deposits accompanied by another worker or security?				
Is cash collected by armored car company?				
Can workers clearly see all incoming visitors?				
Are cash handling areas monitored by security or video?				
Are there physical barriers at cash handling areas, such as glass or elevated floors?				
<b>SECURITY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Are trained security personnel readily available?				
Are floor plans posted showing entrances, exits, and security alarm locations?				
Is emergency contact information posted?				
Are additional security measures in place for workers who work at night or alone?				
When workers are working off-site, is there someone who knows where each worker is located?				
<b>BUILDING EXTERIOR</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Do parking lots have security access?				
Are security escorts available to and from parking lot?				
Is the entire parking area visible from the security station?				
Could a worker calling for help be heard from the parking area?				
Are there places of concealment in the parking area?				
Is the parking area frequently patrolled by security?				
Are there signs of vandalism?				
Are building entrances clearly marked?				
Does outside lighting automatically go on in the dark?				
Are garbage disposal areas well lit?				