

## Building Security Planning Checklist

*Use this document as one of the tools in assessing current conditions in planning a **holistic security strategy and solutions** for your building or space.*

*Agency facility coordinators or managers should work with their management teams, their agency IT professionals, DAS Enterprise Asset Management, Oregon State Police, and outside vendors as needed.*

*If you need further assistance, please contact DAS at [facilities.helpdesk@das.oregon.gov](mailto:facilities.helpdesk@das.oregon.gov)*

Building Name:

Location:

Reviewed by:

Date:

Access Control	YES	NO
1. Is staff reception area separated from visitor lobby area by a locking door?		
2. Does the reception window have floor to wall barriers to prevent a visitor from gaining access to staff areas by jumping over a counter?		
3. If so, is the locking door controlled by key card, hard key and is it in a constant state of lock from the exterior?		
4. Is the door a solid core door/ are the locking devices sufficient in that they would provide enough of a delay for staff to implement occupant emergency plans before door was defeated?		
5. Are all locks in working order?		
6. Are locks' combinations changed immediately upon resignation, discharge, suspension of an employee		
7. Is there a separate entrance for staff and visitors?		
8. Is there only one entrance for visitors?		
9. Are visitor and vendors escorted?		
10. Is there an adequate egress avenue for escape?		
11. Are all entrances equipped with secure locking devices?		
12. Are they always locked when not in active use? If no, why not?		
13. Is there any audible notification system of visitors entering the front entrance?		
14. Are all door hinge pins located on the inside?		
15. Do circulation routes have unobstructed views of people approaching controlled access points?		
16. Does the facility have an intrusion alarm system?		
17. Are wires going to local alarm protected, i.e., in conduit?		
18. Are doors with panic, or emergency, hardware also fitted with anti-intrusion bars?		

Emergency occupant plans/procedures	YES	NO
19. Does the work area have occupant emergency plans for the following:		
a. Active shooter?		
b. Uncooperative/difficult visitor?		
c. Threatening Person?		
d. Suspicious device?		
e. Bomb threat?		
f. Fire, earthquake, flood etc.?		
g. For all the above, is the plan in place socialized with staff?		

h. Is there continuous training around these plans?		
i. Is there a mass notification system?		

Physical Barriers	YES	NO
1. Is the front lobby area protected from vehicle intrusion? (Bollards, trees other objects)		
2. Does the primary wall facing visitors offer any protection for employees?		
3. Is vegetation and landscape designed with physical security in mind?		

Building Perimeter/Exterior	YES	NO
1. Is the perimeter secured by a fence?		
2. Is the site lighting adequate in the perimeter?		
3. Is the lighting control inaccessible to unauthorized people?		
4. Is the exterior of the building (particularly entry points) sufficiently lighted to discourage unlawful activity?		
5. Are public areas (including parking spaces and walkways) sufficiently lit to discourage attacks against persons or vehicles?		
6. Do landscape features provide places for potential intruders to hide?		
7. Are openings to the building (e.g., tunnels, utility and sewer manholes, culverts, and service ports) properly secured?		

Vehicle/visitor parking	YES	NO
8. Does staff have a secured parking area?		
9. Is the site lighting adequate from a security perspective in roadway access and parking areas?		
10. Is access to parking areas controlled with key card access?		

Miscellaneous assessment topics	YES	NO
1. Do signs provide control of people and vehicles?		
2. Is the interior lighting sufficient?		
3. Are there trash receptacles and mailboxes near the building or inside the visitor area that can be used to hide explosive devices?		
4. Is the mail opened in one area?		
5. Is mail screened for suspicious articles?		
6. Does the building or your suite have an alarm system?		

7. Is the front reception area isolated or only staffed by one person?		
8. Does front office have a duress alarm or anyway to notify when in need of assistance?		
9. Is there a policy in place for vendors/visitors/delivery carriers who enter secure areas?		
10. Have camera systems been tested and functioning properly?		