



# Public Access Security Checklist

## Perimeter Security

Focuses on measures to secure the physical boundaries of the facility and control access points.

### Perimeter Fence Height (in feet)

### Fence Material

- ☐ Chain Link
- ☐ Solid Panel
- ☐ Other

### Perimeter Security Features Present

- ☐ Security Cameras
- ☐ Motion Sensors
- ☐ Floodlights
- ☐ Physical Barriers (bollards, planters)
- ☐ None

### Location of Weakest Point in Perimeter (e.g., unlit area, inadequate barrier)

 [Set My Current Location](#)



### Date of Last Perimeter Inspection

Enter date...

### Describe any observed weaknesses or vulnerabilities in the perimeter security.

Write something...

### Gate Type (if applicable)

- ☐ Automatic
- ☐ Manual
- ☐ None

## Entry Points & Access Control

Covers security measures related to all entrances and exits, including doors, gates, and turnstiles.

**Door Locking Mechanism Type**

- ☐ Keyed Entry
- ☐ Card Reader
- ☐ Biometric Scanner
- ☐ Combination Lock
- ☐ PIN Code

**Number of Exterior Doors with Access Control**

Enter a number...

**Access Control System Vendor (if applicable)**

- ☐ Lenel
- ☐ AMAG
- ☐ Honeywell
- ☐ HID
- ☐ Other (Specify in LONG\_TEXT)

**If 'Other' selected for Access Control System Vendor, please specify:**

Write something...

**Date of Last Access Control System Audit**

Enter date...

### Are panic/emergency buttons present at exterior entrances?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

### Which types of access are restricted at entry points?

- ☐ After-Hours Access
- ☐ Restricted Areas
- ☐ Elevator Access
- ☐ Loading Docks
- ☐ None

### Number of Entry Points without Access Control (if any)

Write something...

### Describe any weaknesses or concerns regarding access control at entry points:

Write something...

## Visitor Management

Addresses procedures for identifying, screening, and monitoring visitors to the facility.

### Visitor Identification Requirements

- ☐ Photo ID Required
- ☐ Government-Issued ID Required
- ☐ No ID Required
- ☐ Other (Specify)

### Visitor Registration Procedure Description

Write something...

### Information Collected from Visitors

- ☐ Name
- ☐ Company/Affiliation
- ☐ Purpose of Visit
- ☐ Destination within Facility
- ☐ Vehicle Information (License Plate)
- ☐ Contact Information

### Escort Requirements

- ☐ Always Required
- ☐ Sometimes Required (Based on Destination)
- ☐ Never Required

### Maximum Number of Visitors Allowed (Unescorted)

Enter a number...

### Last Review/Update of Visitor Management Policy

Enter date...

### Copy of Visitor Management Policy Document

 Upload File

### Procedure for Handling Visitors Without Proper Identification

Write something...

## Surveillance & Monitoring

Details the systems and procedures for monitoring public areas and detecting suspicious activity.

### Number of Security Cameras Currently Deployed

Enter a number...

### Camera Type (e.g., PTZ, Fixed, IP)

- ☐ PTZ
- ☐ Fixed
- ☐ IP
- ☐ Other

### Percentage of Public Areas Under Camera Coverage

Enter a number...

### Last Camera System Maintenance Date

Enter date...

### Scheduled Time for Camera System Checks

### Description of Camera System Recording Retention Policy

Write something...

### Are Camera Feeds Monitored in Real-Time?

☐ Yes

☐ No

### What types of events trigger immediate review of camera footage?

☐ Alarm Activation

☐ Suspicious Behavior

☐ Door Forced

☐ Unauthorized Access

☐ Other

## Emergency Preparedness

Outlines plans and protocols for responding to emergencies, including evacuations and active shooter situations.

**Does the facility have a written Emergency Action Plan (EAP)?**

- ☐ Yes
- ☐ No
- ☐ Under Development

**Last EAP Review/Update Date**

Enter date...

**What types of drills/training are conducted?**

- ☐ Fire Drill
- ☐ Active Shooter Drill
- ☐ Evacuation Drill
- ☐ Shelter-in-Place Drill
- ☐ Other (Specify in LONG\_TEXT)

**Frequency of Fire Drills (per year)**

Enter a number...

**Description of communication methods used during an emergency (e.g., PA system, email, text alerts)**

Write something...

**Is there a designated Emergency Coordinator?**

- ☐ Yes
- ☐ No



**Describe the procedure for accounting for personnel after an emergency.**

Write something...

**Upload copy of Emergency Contact List**

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**Are emergency exits clearly marked and unobstructed?**

☐ Yes

☐ No

☐ Partially

## Lighting & Visibility

Ensures adequate lighting and clear visibility in public areas to deter crime and enhance security.

**Average Lux Level at Main Entrance**

Enter a number...

**Average Lux Level in Parking Areas**

Enter a number...

### Areas with insufficient lighting (select all that apply)

- ☐ Walkways
- ☐ Parking Lots
- ☐ Loading Docks
- ☐ Landscaping/Perimeter
- ☐ Stairwells
- ☐ None

### Type of Lighting Fixtures Used

- ☐ LED
- ☐ Halogen
- ☐ Metal Halide
- ☐ Incandescent
- ☐ Other

### Date of Last Lighting System Inspection

Enter date...

### Description of any observed lighting deficiencies

Write something...

### Are security cameras strategically placed to maximize visibility?

- ☐ Yes
- ☐ No
- ☐ Partially

## Photographs of poorly lit areas

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# Security Personnel & Training

Covers the role and responsibilities of security personnel and their training programs.

## Number of Security Personnel Regularly On-Duty

Enter a number...

## Security Personnel Licensing/Certification Status

- ☐ Fully Licensed/Certified
- ☐ Partially Licensed/Certified
- ☐ Not Licensed/Certified

## Security Personnel Training Topics (Check all that apply)

- ☐ Active Shooter Response
- ☐ First Aid/CPR
- ☐ Conflict Resolution
- ☐ Security Awareness
- ☐ De-escalation Techniques
- ☐ Emergency Procedures

## Date of Last Security Personnel Training Refresher

Enter date...

### Description of Security Personnel Training Curriculum

Write something...

### Security Personnel Uniform Standards Compliance

- ☐ Fully Compliant
- ☐ Partially Compliant
- ☐ Non-Compliant

### Copy of Security Personnel Training Records (for review)

 Upload File

## Signage & Communication

Focuses on clear and effective signage and communication to guide the public and provide security information.

### Emergency Contact Phone Number (Clearly Posted)

Write something...

### Location of Nearest Fire Exit (Signage)

Write something...

### Signage Language Options Offered?

- ☐ English Only
- ☐ English & Spanish
- ☐ Multiple Languages Available

### Types of Emergency Information Posted?

- ☐ Evacuation Procedures
- ☐ Active Shooter Response
- ☐ Severe Weather Alerts
- ☐ First Aid Locations

### Detailed Description of Emergency Communication Protocol

Write something...

### Number of Public Announcement Speakers Installed

Enter a number...

### Date of Last Signage Review/Update

Enter date...

## Public Area Maintenance

Addresses the need to maintain public areas to reduce opportunities for concealment and criminal activity.

### Frequency of Landscaping/Groundskeeping (Weeks)

Enter a number...

### Frequency of Litter/Debris Removal (Days/Week)

Enter a number...

### Describe any issues related to overgrown vegetation or obstructions to visibility.

Write something...

### Which areas are regularly checked for maintenance?

- ☐ Parking Lots
- ☐ Walkways
- ☐ Landscaping Beds
- ☐ Exterior Lighting
- ☐ Building Entrances
- ☐ Public Restrooms

### Last Full Exterior Cleaning/Power Washing Date

Enter date...

### Describe any recent repairs made to public area infrastructure (e.g., damaged benches, broken pavement).

Write something...

### Condition of Public Area Signage (Exterior)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Upload photos documenting public area maintenance.

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## Cybersecurity Considerations (Public Facing Systems)

Covers security aspects of publicly accessible systems such as Wi-Fi and self-service kiosks.

### Is Public Wi-Fi Available?

- ☐ Yes
- ☐ No
- ☐ Limited/Guest Network Only

### Wi-Fi Security Protocol Used

- ☐ WEP
- ☐ WPA
- ☐ WPA2
- ☐ WPA3
- ☐ None (Not Recommended)

### Description of Public Facing Systems (e.g., Kiosks, Self-Service Stations)

Write something...

### Number of Self-Service Kiosks/Stations

Enter a number...

### Kiosk Software Patching Frequency

- ☐ Monthly
- ☐ Quarterly
- ☐ Annually
- ☐ Ad-hoc

### Security Measures Implemented on Public Facing Systems (Select all that apply)

- ☐ Firewall
- ☐ Intrusion Detection/Prevention System
- ☐ Endpoint Protection
- ☐ Regular Vulnerability Scanning
- ☐ Web Application Firewall (WAF)
- ☐ Data Encryption (at rest and in transit)

### Date of Last Security Assessment for Public Facing Systems

Enter date...



**Contact Person for Public Facing Systems Cybersecurity**

Write something...