Security

Pre-survey Assessment Information Needed:

1. Information that should be provided by the administration for security survey.

A. Any information from previous survey or security audit.
B. Name of each facility and/or site.
C. Facility contacts and their phone numbers.
D. Main facility telephone numbers.
E. Emergency telephone numbers for all facilities.
F. General purpose of each floor/Dept./Bldg.
G. Range of hours of use for each School site.
    1. Normal hours
    2. After hours
    3. Special events.
H. Facility ownership records.
I. Number of staff per location.
J. Who performs facility maintenance?
K. Maintenance schedule.
L. Estimated dollar value of equipment and property in department, office, and facility.
M. Location of areas with highest dollar value.
N. Location of areas containing sensitive material.
O. Historical security problems with site.

    1. Abductions.
    2. False fire alarms.
    3. Assault
    4. Bomb threats.
    5. Burglaries.
    6. Disorderly situations.
    7. Domestic violence involving staff (both on property and off).
    8. Fights.
    9. Fires
    10. Homicides involving staff.
    11. Intoxicated employees.
    12. Open doors or windows.
    13. Police requesting to execute an arrest warrant on your property.
    14. Reports of employee involved child abuse.
    15. Robbery involving staff.
    16. Sexual assaults on property
    17. Shootings.

18. The death of a staff member on property.
19. Traffic accidents.
20. Vehicle thefts (both staff and company owned vehicles)
21. Theft during normal hours (internal and/or external)
22. Theft during off hours (internal and/or external)
23. Vandalism.
24. Armed Robbery.
25. Fire safety?

P. Site Description.
Q. Obvious security problems (if applicable).
R. What are the physical boundaries of the grounds? (Include drawing)
S. Attach the following drawings, sketches, plans, or schematics.
1. Facility perimeter.
2. Topography.
3. Perimeter barriers.
4. Neighboring businesses and buildings.
5. Ingress/egress points.
6. Facility and exterior roadways.
7. Facility locations.
8. Storage locations.
9. Locations of doors, windows, and similar openings.
10. Existing Alarm placement and diagrams (schematics).