

Crime Prevention Through Environmental Design (CPTED)

Business Security Assessment

Boxes marked “No” in the following check list indicate areas where you could take action to improve your business’ security. These are just some steps that you can take to decrease the likelihood that you or your home is targeted for a crime.

Doors/Locks:	Yes	No
Do all of your exterior doors have good quality deadbolt locks with no less than a 1” throw?		
Are all of your latch-strike plates on your exterior doors secured with at least 3” screws?		
Do your exterior doors having glass within 3 feet of the lock have double cylinder deadbolt locks installed on them?		
Do all of your exterior doors without glass have a wide-angle door viewer installed for identifying visitors?		
Are all exterior doors constructed of solid wood?		
Do you change locks every time a disgruntled employee is dismissed or quits?		
If you have an overhead garage door equipped with an automatic opener, does it use a “rolling code” to foil “code grabbers?”		
If your overhead door is not equipped with an automatic opener, does it have good quality padlocks installed on both sides of the door?		
Does the door leading from your garage have good quality deadbolts installed?		
Do you use these deadbolts on a regular basis?		
If you have a sliding glass door, does the door(s) have at least one of the following? Track lock, insertion pin lock, hinged door bar, metal or wooden dowel in track.		
Does the business make use of alternate access control devices such as magnetic locks?		
Are interior doors locked when not in use?		
Windows:		
Do you check to make sure all windows are locked before you leave your business?		
Do you have good quality locks on all of your exterior windows?		
Are all of your exterior windows in plain sight and not hidden by shrubbery or trees that provide easy cover for a burglar to hide while forcing open the window?		
Do you make sure nothing is left lying around your business that would provide easy access to second floor windows, such as ladders?		
If you have an alarm system installed, do all of your exterior windows have contacts?		
Are the windows consistently clean and clear?		
Is there an unobstructed view of the cash area from the street or the parking lot?		
Smoke/Burglar Alarms:		
Do you have at least one smoke alarm on every floor?		
Do you replace the batteries in each of your smoke alarms on a regular basis?		
Do you test each of your smoke alarms on a regular basis?		
Do you have a quality burglar alarm system with a reputable company?		
Has your alarm company been instructed to notify the police before they call a contact person?		
Do you test your alarm system on a regular basis?		

First Aid:	Yes	No
Do you have first aid kits available for both employees and visitors?		
Do all employees know where to locate and how to use these kits?		
Do you and your employees know basic life-saving techniques, such as CPR?		
Fire Extinguishers:		
Do you have at least one fire extinguisher in your business?		
Do you and your employees know where the fire extinguishers are kept?		
Has everyone learned how to operate the fire extinguishers?		
Do you check the expiration date of the fire extinguishers on a regular basis?		
Telephones:		
Do you have at least one telephone installed in every room in case of an emergency?		
Do you have emergency numbers to police, fire, and gas and electric (other than 911) near every telephone?		
Do you have a cell phone available in case of an emergency such as a power outage or intentional cutting of telephone lines?		
Do you have "Caller ID" installed for obscene calls or bomb threats?		
Emergency Plans:		
Do you have an evacuation plan established in case of a fire or other emergency?		
Are all employees aware of this plan?		
Have you established the best location to go to within the business in the event of a tornado or serious storm?		
Do you have a plan established to assist handicapped people in the event of an emergency of any type?		
Have you provided a contact list to the police in case of emergency?		
Business Equipment:		
Have you photographed all equipment including computers, furniture, and fixtures maintained on the premises?		
Have you recorded the make, model, and serial numbers of these items?		
Have you permanently marked all equipment that does not have a serial number?		
Have you made a duplicate copy of your inventory of equipment and do you maintain a copy off premises in the event of a burglary or fire?		
Do you keep valuables, such as money, checks, and business records locked in a fireproof safe?		
Is there video surveillance equipment in use throughout the premises?		
Lighting:		
Do you keep a sufficient number of interior lights burning after hours to discourage burglars?		
Do you have exterior floodlights or similar lighting illuminating all sides of your building at night?		
Do you have flashlights and fresh batteries available in case of electrical failures?		
Do you have battery operated emergency exit lights installed above all exterior doors on the inside of the building?		
Does the parking lot have adequate lighting?		
Is there adequate lighting near all entrance and exit doors/areas?		
Landscaping/Exterior/Fences/Gates:		

	Yes	No
Do you keep all gates on fences locked with a quality outdoor lock?		
Do you keep all outside business equipment secure in a fenced-in area?		
Have you trimmed all bushes and shrubs to provide visibility to all windows and to prevent people from hiding near doors and windows?		
Have you cut back all branches from trees that might provide easy access to second floor windows?		
If there is a side building ladder, can it be locked?		
Employee Safety:		
Do you and your employees check outside your business for strangers before leaving for the day?		
Do you and your employees check the inside of your cars before entering them to go home?		
Have you established a secret phrase or password to alert other employees when something suspicious is occurring?		
Have you instructed all employees to call the police whenever something doesn't look right to them?		
Is the business open 24 hours a day? If so, can it be closed and locked up if necessary?		
Is there a secure area for employees to lock their personal belongings?		
Are low cash quantities maintained at all times and make use of a drop safe or similar system?		
Is there an established incident reporting system/procedure so all employees are made aware of suspicious situations?		
Does the employer regularly meet with staff to discuss risk assessment or concerns?		

Consider a Crisis Kit

- Access cards, physical keys, alarm codes
- Floor plans
- Occupant list (if applicable)\
- Emergency contact numbers for responsible person not on scene
- Two-way radio (if possible)
- Access information and codes for live digital surveillance (if applicable)
- Location of designated safe rooms
- Location of hazardous materials