

IS YOUR FACILITY SECURE?

The following questions are intended to assist management in determining the security measures needed to adequately protect their facilities from fire and explosion. These fires and explosions may be the result of acts of the facilities' employees, authorized visitors, or intruders. Also see PRC.1.11.1.

ORGANIZATIONAL PLANNING

An appraisal of the following points will give some indication of the likelihood of damage from riot and civil commotion or acts of vandalism or malicious mischief by intruders. The degree of security needed can then be more reasonably determined. To assist in determining if a facility is a potential target, management should consider:

- Nature of Business
 - Is production carried on under military research or procurement contracts?
 - Are the products particularly "attractive" to criminals? The list of attractive materials includes explosives, firearms, ammunition, drugs, electronics, intoxicants and flammable liquids.
- Public Image of Company
 - Is hiring policy considered fair?
 - Are wage policies acceptable?
 - Are employee relations satisfactory?
 - Is the neighborhood satisfied with the facility?
 - Has employment been stable (without cutbacks or layoffs)?
 - Are any employees or ex-employees disgruntled?
 - Has the facility been criticized for environmental pollution?

To evaluate the degree of security provided, management should review the facility's security planning:

- Has a written security plan been developed?
- Does this plan include protection against arson and vandalism?
- Does the plan provide for consultation and liaison with public safety authorities?

EXTERNAL SECURITY

External security precautions should reasonably control access while allowing normal business to continue.

- Control of Access
 - Do topographical features, such as cliffs or rivers, afford a degree of natural protection?
 - Are fences and exterior perimeter alarms adequate?
 - Are gates properly controlled and locked on schedule?
 - Is entrance of individuals and motor vehicles controlled?
 - Are contents of vehicles checked?

- Is access to keys restricted and controlled?
- Has provision been made to quickly admit the public fire department during an emergency?
- Other Considerations
 - Does the locale have a history of, or potential for, civil strife?
 - Is the area adequately illuminated?
 - Are adequate external guard patrols provided where needed?
 - Are doors and windows adequately secured and adequately protected against thrown objects?
 - Are other means of access protected?

INTERNAL SECURITY

Internal security precautions include supervising personnel, taking security measures, and making sure fire and explosion protective systems remain in service.

Personnel

To evaluate supervision of personnel, management should consider:

- Employees
 - Are proper pre-employment screenings made?
 - Are identification cards or badges used to restrict employees to specific areas?
 - Are employees instructed to challenge strangers?
- Contract Service Personnel
 - Are their pre-employment screenings reviewed?
 - Are they required to log in and out of the facility, and are their movements supervised by facility personnel?
 - Do they wear identification badges?
 - Are their tool kits or equipment inspected upon entering and leaving the facility?
- Outside Vendors, and Delivery or Repair Personnel
 - Are they regularly assigned?
 - Are they issued identification badges?
 - Are they required to log in and out of the facility, and are they escorted while at the facility?
 - Are they restricted to specific areas?
 - Upon entering and leaving the premises, are their tool kits and equipment inspected?
- Guests and General Public
 - Are they admitted on legitimate business only?
 - Are they identifiable as guests?
 - Are they required to log in and out of the facility, and are they escorted while at the facility?
 - Is access restricted to certain areas?
 - Are their belongings inspected upon entering and leaving the facility?

Security Measures

To evaluate internal security, management should consider:

- Are the buildings adequately patrolled by security personnel?
- Are security alarms used in vital unattended areas?
- Do plans for handling civil disturbances provide for additional security coverage?

Protective Systems

To determine the likelihood that fire and explosion protective systems will function properly in an emergency, management should consider:

- Are critical facilities located in locked or continuously supervised areas or are they otherwise specially protected? These facilities include substations and switchgear, computer equipment, fire pumps and other water supplies, sprinkler controls and special extinguishing systems.
- Are water supplies and sprinkler systems kept in service?
- Are sprinkler control valves either sealed or electrically supervised?
- Do all employees know how to report a fire?
- Has a suitably organized and trained Fire Brigade been provided?
- Has an adequate supply of portable extinguishing equipment been provided, and have employees been instructed in its use?