

## Security Checklist for Businesses

SURVEILLANCE CAMERAS CHECKLIST		CHECK
Are cameras pointed at every entrance/exit location, perimeter and asset areas?		
Asset areas include parking lots, storage rooms, mechanical and utility rooms, tool rooms, lay down area, equipment rooms, inventory rooms, garbage & recycling areas, etc.		
Are the camera views positioned to get the most coverage and have good angles and sight lines for recording or for the monitoring operator?		
Does the camera coverage area have adequate lighting and back up lights in case of a power outage. Additionally, in low light areas or no light areas, does the camera have adequate infrared lighting?		
Does the Camera security system have redundancy in place in case of a power outage? This would include the internet if your system is being monitored by a Monitoring Center and backup generator or Uninterruptible Power Systems (UPS).		
Are visual signs being used to inform trespassers and criminals that the property is using CCTV to monitor the areas and the premises?		
Does the property have secured fencing or gates in place that make it more difficult for trespassers or criminals from breaching entry?		
Are the cameras equipped with night vision capabilities for 24/7 monitoring?		
LIVE VIDEO OR ALARM BASED MONITORING		CHECK
Are the cameras being monitored by staff or video monitoring station?		
If cameras are being monitored by in-house staff, are they properly trained to respond promptly to any suspicious activity or alarms triggered by the CCTV system? If not, consider using a professional Monitoring Station.		
Escalation protocols should include the use of physical guard response in the event the police or property owner cannot attend the site.		
ALARM SYSTEMS		CHECK
Annually test the alarms to ensure they are triggered as originally designed. The alarms should be sounding off when the devices are triggered based on the parameter settings and not sounding off due to false alarms. You want to make sure the Monitoring Station or Control Panel is receiving the alarms when the devices are triggered.		

Are alarm systems installed to detect unauthorized access, break-ins, or suspicious activity?	
Are the alarm systems connected to a monitoring service or directly to local law enforcement for immediate response?	
<b>ACCESS CONTROL SYSTEM</b>	<b>CHECK</b>
Do you have procedures in place to identify staff, contractors, cleaners and other employees? Do they wear ID badges at all times on site?	
Do you record details in advance of vehicles, drivers and passengers requiring access to your site?	
Are visitors required to sign in and issued with a visitor's pass?	
Do visitor's passes look different from staff badges?	
Are all visitor's passes collected from visitors when they leave?	
Does a member of staff accompany visitors at all times while in restricted areas of your institution?	
Do you have CCTV and alarms covering access controlled doors?	
Is your access control system actively managed?	
<b>INTRUSION SYSTEMS</b>	<b>CHECK</b>
Consider layering your intrusion system by placing security film on windows and door glass.	
Consider adding window bars, door bars or accordion gates.	
<b>PHYSICAL SECURITY MEASURE</b>	<b>CHECK</b>
Are doors, windows, and other entry points secured with sturdy locks, guards and reinforced materials? Perform daily visual inspections of all door hardware and window hardware to ensure they have not been tampered with; this includes visually checking the doors and window frames too. Create a maintenance and repair plan to deal with doors and windows found with damages.	
Are perimeter fences or barriers in place to deter unauthorized entry?	
<b>LIGHTING</b>	<b>CHECK</b>
Are the premises well-lit both inside and outside, especially during non-business hours?	
Are motion-activated lights installed in areas with low visibility to deter potential intruders?	

INVENTORY MANAGEMENT	CHECK
Are inventory management systems utilized to track vehicle inventory and identify any discrepancies or unauthorized removals?	
Are high-value vehicles secured with additional anti-theft measures such as wheel locks or GPS tracking devices?	
EMPLOYEE TRAINING	CHECK
Have employees received training on security protocols, including how to respond to security breaches, activate alarm systems, and handle emergency situations?	
Are employees aware of the importance of maintaining vigilance and reporting any suspicious activity to management?	
REGULAR INSPECTIONS AND MAINTENANCE	CHECK
Are security systems regularly inspected and maintained to ensure they are functioning optimally?	
Are any identified vulnerabilities or weaknesses addressed promptly to prevent security breaches?	
EMERGENCY RESPONSE PLAN	CHECK
Is there an established emergency response plan in place, outlining procedures for evacuations, lockdowns, and contacting emergency services in the event of a security threat?	

**If you need assistance with implementing any of these security measures or if you're looking for customized solutions for your business, Covert Security Solutions is here to help. Our team of experts can provide expert advice, installation, and ongoing support to ensure your business remains safe and secure.**