

APPENDIX F - Metro Transit FACILITY SAFETY and SECURITY ASSESSMENT

Completed by:	Date:
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SECTION	REVIEW QUESTIONS	YES	NO	N/A
Buildings and Facility Grounds:	• Are facility grounds randomly and frequently patrolled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are daily security sweeps conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are smoke/fire/carbon monoxide detectors provided and working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are distribution and number of keys known and controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all keys labeled as "DO NOT DUPLICATE"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all unoccupied areas locked and secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting:	• Is entire perimeter of facility properly illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is lighting mounted at approximately second story level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are lights provided over all entrance doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is lighting provided in staff parking areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Doors and Windows:	• Are all doors:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Built of commercial grade with metal framing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Outside hinges hidden and protected from vandalism?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Provided with a commercial grade, one-sided lock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Provided with push "panic" bar releases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ In case of breakage or opening are all windows and doors connected to a central station alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Surveillance:	• Is the entire perimeter of facility protected by a CCTV system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is this system monitored by management and/or a security company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is this system always on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Employee Access:	• Is access restricted to persons without proper credentials and clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are supply deliverers required to show proper I.D. and sign-in a log book?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all non-employees accompanied and/or observable at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surrounding Environment:	• Are there other non-City buildings connected to the facility that may be vulnerable to unauthorized entry to City property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all utility components (power transformers, back-up generators) protected and secured from vandalism or attack?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all outdoor storage areas adequately lighted and secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Storage:	• Are all hazardous and flammable materials properly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all materials properly labeled, stored, and secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Forms and Written Plans:	<ul style="list-style-type: none"> • Are emergency numbers (police, fire, ambulance, FBI) current and prominently displayed at each phone? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Is a Chain of Command and emergency call list prominently displayed? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Are employees trained and checklists provided on how to handle a physical threat or incident called in on the phone? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation Plan/Procedures	<ul style="list-style-type: none"> • Are there evacuation plans for this facility? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Are staff members trained on this plan? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Are assembly areas and alternate assembly areas identified, validated and coordinated with the County Emergency Management Office? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Have the primary and alternate assembly areas, evacuation sites, and evacuation routes been verified and coordinated with all appropriate agencies? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Has the Emergency Evacuation Plan been reviewed, coordinated, and briefed to staff as appropriate? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training:	<ul style="list-style-type: none"> • Is an orientation program in place for each new staff member? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Do all staff members receive safety and security training appropriate to their position and level of responsibility? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Are periodic safety and security training and briefings completed with staff? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Do all new staff members receive briefings on the City/County Evacuation Plan, the Disaster Preparedness Plan, and other security policies and procedures? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Procedures:	<ul style="list-style-type: none"> • Is a record of emergency data on file for each staff? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Have incident reporting format and procedures been established and staff briefed on them? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Are all incident reports treated with confidentiality and transmitted by secure means to the appropriate City/County department? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Are background checks conducted and verified on all prospective new hires? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Handling and Transfer:	<ul style="list-style-type: none"> • Has a secure method for receipt, transfer and storage of cash been established and have appropriate staff members been trained on them? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Is cash transported by at least two individuals with cash divided between them? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Do all staff members understand that in the event of a robbery they should never risk their lives to protect cash or other valuables? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and Electrical Safety:	<ul style="list-style-type: none"> • Are fire extinguishers installed in all appropriate locations? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Are smoke and heat detectors installed, at least one on each floor? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Is a first aid kit present and maintained? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Are all electrical devices, outlets, circuit breakers and cords free of damage that may pose a shock hazard? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Are all electrical circuit, gas, and telephone boxes, if accessible from the outside, locked to prevent tampering? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Do any non-employees have access from outside the building to any fire escapes, stairways, and/or the roof? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Are all outdoor trash containers and storage bins located away from the building in the event of a fire? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>