

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:	<ul style="list-style-type: none"> Are facility grounds randomly and frequently patrolled? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Are daily security sweeps conducted? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Are smoke/fire/carbon monoxide detectors provided and working? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Are distribution and number of keys known and controlled? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Are all keys labeled as "DO NOT DUPLICATE"? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Are all unoccupied areas locked and secured? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting:	<ul style="list-style-type: none"> Is entire perimeter of facility properly illuminated? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Is lighting mounted at approximately second story level? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Are lights provided over all entrance doors? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Is lighting provided in staff parking areas? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Doors and Windows:	<ul style="list-style-type: none"> Are all doors: <ul style="list-style-type: none"> Built of commercial grade with metal framing? Outside hinges hidden and protected from vandalism? Provided with a commercial grade, one-sided lock? Provided with push "panic" bar releases? 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:	<ul style="list-style-type: none"> Is the entire perimeter of facility protected by a CCTV system? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Is this system monitored by management and/or a security company? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Is this system always on? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Employee Access:	<ul style="list-style-type: none"> Is access restricted to persons without proper credentials and clearance? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Are supply deliverers required to show proper I.D. and sign-in a log book? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Are all non-employees accompanied and/or observable at all times? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surrounding Environment:	<ul style="list-style-type: none"> 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"/>
	<ul style="list-style-type: none"> 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"/>
	<ul style="list-style-type: none"> Are all outdoor storage areas adequately lighted and secured? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Storage:	<ul style="list-style-type: none"> Are all hazardous and flammable materials properly identified? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Are all materials properly labeled, stored, and secured? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Forms and Written Plans:	• Are emergency numbers (police, fire, ambulance, FBI) current and prominently displayed at each phone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is a Chain of Command and emergency call list prominently displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• 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	• Are there evacuation plans for this facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are staff members trained on this plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• 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"/>
	• 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"/>
	• Has the Emergency Evacuation Plan been reviewed, coordinated, and briefed to staff as appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training:	• Is an orientation program in place for each new staff member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• 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"/>
	• Are periodic safety and security training and briefings completed with staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• 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:	• Is a record of emergency data on file for each staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Have incident reporting format and procedures been established and staff briefed on them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• 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"/>
	• Are background checks conducted and verified on all prospective new hires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Handling and Transfer:	• 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"/>
	• Is cash transported by at least two individuals with cash divided between them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• 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:	• Are fire extinguishers installed in all appropriate locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are smoke and heat detectors installed, at least one on each floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is a first aid kit present and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• 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"/>
	• 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"/>
	• 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"/>
	• 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"/>