

PHYSICAL SECURITY SURVEY CHECKLIST

PERIMETER BARRIERS – TRANSIT FACILITIES

Does a fence or other type physical barrier define the perimeter of the facility?

(1)	Specify type and height of physical barrier
(2)	Describe condition of physical barriers
(3)	Is perimeter barrier considered to be a security safeguard?
(4)	Is perimeter barrier set back 20 feet or more from transit facility property boundary?
(5)	Is perimeter barrier under surveillance at all times?

If chain link fence is used as the perimeter barrier,

(1)	Is it constructed of #11 gauge or heavier wire?
(2)	Is mesh opening no larger than two inches square?
(3)	Is selvage twisted and barbed at top and bottom?
(4)	Is bottom of fence extended into the ground?

If masonry wall is used,

(1)	Is it at least seven feet high with a top guard of barbed wire or at least eight feet high with broken glass set on edge and cemented to top surface?
(2)	Do building walls, floors, or roofs form a part of the perimeter barrier?
(3)	Are all openings properly secured?
NOTE: Openings, with an area of 96 square inches or greater, and located less than 18 feet above the level of the ground outside the perimeter barrier or less than 14 feet from controlled structures outside the perimeter barrier, should be provided with security equivalent to that of the perimeter.	

If building forms a part of the perimeter barrier,

(1)	Does it present a hazard at the point of juncture with the perimeter fence?
(2)	Does it have any doors, windows, or other openings on perimeter side?

If a river, lake or other body of water forms any part of the perimeter boundary, are additional security measures provided?

Are openings such as culverts, tunnels, manholes for sewers and utility access, and sidewalk elevators which permit access to the facility secured?

Describe the physical characteristics of each perimeter entrance.

Are all entrance points in perimeter barriers guarded or secured?

Are all perimeter gates of such material and installation as to provide protection equivalent to the perimeter barriers of which they are a part?

Are gates and/or other perimeter entrances which are not in active use frequently inspected by guards or other personnel?

Is the security officer responsible for security of keys to perimeter entrances?

Are keys to perimeter entrances issued to other than facility personnel such as contractor personnel?

Are all normally used pedestrian and vehicle gates and other perimeter entrances lighted so as to assure:

(1)	Proper identification of individuals and examination of credentials
(2)	That interiors of vehicles are clearly lighted; and
(3)	That glare from luminaries is not in guard's eyes.

Are appropriate signs setting forth the provisions of entry conspicuously posted at all principal entrances?

Are "No Trespassing" signs posted on or adjacent to perimeter barriers at such intervals that at least one sign is visible at any approach to the barrier for a minimum distance of 50 yards?

Are clear zones maintained on both sides of the perimeter barrier?

Are automobiles permitted to park against or close to perimeter barriers?

Are lumber, boxes, or other materials allowed to be stacked against, or in close proximity to, perimeter barriers?

Do guards patrol perimeter areas?

Do guards observe and report insecure factors related to perimeter barriers?

Is an interior all-weather perimeter road provided for the use of guard patrol cars? If so, what is the condition?

Are perimeters protected by intrusion alarm devices?

PROTECTIVE LIGHTING.

Is the perimeter of the installation protected by lighting?

Does protective lighting provide a means of continuing during the hours of darkness the same degree of protection available during the daylight hours?

Are the cones of illumination from lamps directed downward and away from the facility proper and away from guard personnel?

Are lights mounted to provide a strip of light both inside and outside the fence?

Is perimeter lighting used so that guards remain in comparative darkness?

Are lights checked for proper operation prior to darkness?

Are repairs to lights and replacement of inoperative lamps effected immediately?

Do light beams overlap to provide coverage in case a bulb burns out?

Is additional lighting provided at active gates and points of possible intrusion?

Are gate guard shacks provided with proper illumination?

Are light finishes or stripes used on lower parts of buildings and structures to aid guard observation?

Does the facility have a dependable source of power for its lighting system?

Does the facility have a dependable auxiliary source of power?

Is the protective lighting system independent of the general transit facility lighting or power system?

Is the power supply for lights adequately protected?

Is there provision for standby or emergency lighting?

Is the standby or emergency equipment tested frequently?

Is emergency equipment designed to go into operation automatically when needed?

Is wiring for protective lighting properly mounted?

(1)	Is it in tamper-resistant conduits?
(2)	Is it mounted underground?

(3)	If above ground, is it high enough to reduce possibility of tampering?
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Are switches and controls properly located, controlled, and protected?

(1)	Are they weatherproof and tamper-resistant?
(2)	Are they readily accessible to security personnel?
(3)	Are they located so that they are inaccessible from outside the perimeter barrier?
(4)	Is there a centrally located switch to control protective lighting?

Is adequate lighting for guard use provided on indoor routes?

Are materials and equipment in shipping and storage areas properly arranged so as not to mask security lighting?

PROTECTIVE ALARMS.

If an alarm system is used in the facility, what detection device is used?

(1)	Is it a local alarm system?
(2)	Is it a central station system? (a) Is it connected to facility guard headquarters? (b) Is it connected directly to a headquarters outside the facility proper? Is it a private protection service? Police station? Fire station?

Is the system backed up by properly trained, alert guards?

Is the alarm system for active areas of structures turned off during operational hours?

Is the system tested prior to activating it from nonoperational periods?

Is the alarm system inspected regularly?

Is the system tamper-resistant? Weatherproof?

Is an alternate alarm system provided for use in the event of failure of the primary system?

Is an alternate or independent source of power available for use on the system in the event of power failure?

Is the emergency power source designed to cut in and operate automatically?

Are frequent tests conducted to determine the adequacy and promptness of response to alarm signals?

SECURITY COMMUNICATIONS.

Is there a security communications system?

What means of communications are used?

(1) Telephone.

- (a) Is it a commercial switchboard system?
- (b) Is it an independent switchboard?
- (c) Is it restricted for guard use only?
- (d) Are switchboards adequately guarded?
- (e) Are call boxes conveniently located?
- (f) Are open wires, terminal boxes, cables, etc., frequently inspected for damage, sabotage, and wire-tapping?

(2) Radio.

- (a) Is an effective routine code being used? Duress code?
- (b) Is proper authentication required?

Is security communications equipment in use capable of transmitting instructions to all key posts simultaneously?

Is the equipment in use sufficient for guard to communicate with guard headquarters with minimum delay?

Is there more than one system of security communications available for exclusive use of security personnel?

Does one of these systems have an alternate or independent source?

Is there more than one system of communications restricted to security use available for communicating with outside protective agencies?

Has the communications center been provided with adequate security safeguards?

PERSONNEL IDENTIFICATION AND CONTROL CHECK LIST.

Is an identification card or badge used to identify all personnel within the confines of the controlled areas?

Does the identification and control system include arrangements for the following:

- (1) Protection of coded or printed components of badges and passes.
- (2) Designation of the various areas requiring special control measures.
- (3) Controlled issue of identification media.

Are there written procedures for the method of identification at time of entering and leaving controlled area, as applied to both employees and visitors?

- (1) Details of where, when and how ID cards shall be carried.
- (2) Procedures to be followed in case of loss or damage to identification media.
- (3) Procedure for recovery and invalidation.

If a badge exchange system is used for any controlled area, does the system provide for:

- (1) Comparison of badge, pass and personnel?
- (2) Physical exchange of pass for badge at time of entrance and exit?
- (3) Security of badges not in use?

Are personnel who are regularly required to enter areas of varying degrees of security interest provided with special identification?

Are personnel who require infrequent access to a critical area and who have not been issued regular security identification for such area treated as "visitors" thereto, and issued either

- (1) A visitor's badge or pass?
- (2) A special pass?

Are all personnel required to wear the security identification badge while on duty?

Do guards at control points compare badges to bearers both upon entry and upon exit?

Are badges recorded and controlled by rigid accountability procedures?

Are lost badges replaced with one bearing a different number or one that is otherwise not identical to the one lost?

What are procedures relative to lost, damaged, and/or forgotten badges?

Are rosters of lost badges posted at guard control points.

Are badges of such design and appearance as to enable guards and other personnel to recognize quickly and positively the authorizations and limitations applicable to the bearers?

Do existing procedures insure the return of identification badges upon termination of employment?

What type of badges are issued to outside contractor employees working within the installation?

Are all phases of system under supervision and control of security officer?

Is there a visitor escort procedure established?

Do guards check on visitors' movements to assure that they do not enter areas for which they do not have the required authorization?

Are visitors required to conspicuously display identification on outer garments at all times while in controlled areas?

When visitors leave the installation, are they required to turn in their identification badges?

Is the departure time in each case recorded on the visitor's register?

Are visitors indicating an intention to return at a later time permitted to retain their identification badges.

What procedures are invoked when visitor identification media are not turned in prior to departure of the visitor?

Is there a central receptionist?

(1) If "yes," specify functions.

(2) Are functions performed under supervision of security officer?

Are vendors, tradesmen, utility servicemen, special equipment servicemen, etc., issued a special or distinctive type of visitor badge?

What measures are employed, other than the issuance of identification badges, to control the movement of personnel from other transportation companies working within the perimeter of the facility?

Is the transit security officer the responsible official for all aspects of visitor control?

VEHICLE IDENTIFICATION.

Is an effective procedure used for control of special vehicles?

- (1) Emergency vehicles.
- (2) VIP vehicles.
- (3) Special courier vehicles.
- (4) Vendor's vehicles.
- (5) Vehicles with loads which are impracticable to search.

Is there coordination between guard headquarters and the activities that handle cargo movements?

Is a regular security education program in effect?

VEHICLE CONTROL.

Are vehicles which are allowed regular access to the transit registered with the security officer?

Have definite procedures been established for the registration of private cars?

Do the vehicle registration provisions apply also to motor vehicles owned or operated by: employees of any individual firm, corporation, or contractor engaged in activities at the transit facility and individuals, partnerships or other business concerns whose business activities require daily or frequent use of their vehicles at the transit facility?

Is annual registration provided for?

Are decalcomania or other registration tags affixed to all registered vehicles?

Do the controls for registration tags include:

- (1) Prohibition against transfer of registration tags for use with a vehicle other than the one for which originally issued?
- (2) Replacement of lost tags at the registrant's expense?
- (3) Return of tags to the security officer when vehicle is no longer authorized entry into facility?
- (4) Destruction of invalidated decalcomania?
- (5) Is security section notified when employee leaves for over 30 days?

What is nature and scope of registration records maintained by the security officer?

Do private gate guards make periodic checks to insure that vehicles are operated on the premises only by properly licensed persons?

Is a definite system used to control the movement of commercial trucks and other goods conveyances into and out of the the most secure areas of the transit facility?

Are loading and unloading platforms located outside transit operations and separated there/ from/by controlled and guard supervised entrances?

Are all trucks and other conveyances required to enter through service gates manned by guards?

If trucks are permitted direct access to the transit maintenance or administrative facility, are truck drivers and vehicle contents carefully examined?

Does the check at entrances cover both incoming and outgoing vehicles?

Are truck registers maintained?

Are registers maintained on all company vehicles entering and leaving the facility?

Does the supervision of loading and unloading operations insure that unauthorized goods or people do not enter or leave the installation via trucks or other conveyances?

Is a temporary tag issued to visitors' vehicles?

Are automobiles allowed to be parked within 50 feet of major transit facilities and stations?

Are parking lots provided?

Are interior parking areas located away from sensitive points?

Are interior parking areas fenced so that occupants of automobiles must pass through a pedestrian gate when entering or leaving the working area?

Are separate parking areas provided for visitors'? vehicles?

What is extent of guard surveillance over interior parking area?

Are there restrictions against employees entering parking areas during duty hours?

Are automobiles allowed to park so close to buildings or structures that they would be a fire threat or obstruct fire fighters?

Are automobiles permitted to be parked close to controlled area fences?

Are parking facilities adequate?

LOCK SECURITY.

Has a key control official been appointed, normally a security officer?

Are locks and keys to all buildings and entrances supervised and controlled by a key control official?

Does the key control official have overall authority and responsibility for issuance and replacement of locks and keys?

Are keys issued only to authorized personnel?

Are keys issued to other than transit personnel?

Is the removal of keys from the premises prohibited?

Are keys not in use maintained indicating:

- (1) Buildings and/or entrances for which keys are issued?
- (2) Number and identification of keys issued?
- (3) Location and number of master keys?
- (4) Location and number of duplicate keys?
- (5) Issue and turn in of keys?
- (6) Location of locks and keys held in reserve?

Are locks changed immediately upon loss or theft of keys?

If master keys are used, are they devoid of markings identifying them as such?

Are losses or thefts of keys promptly investigated by the key control personnel?

Must all requests for reproduction or duplication of keys be approved by the key control official?

Are locks on inactive gates and storage facilities under seal? Are they checked periodically by guard personnel?

Are padlocks rotated within the installation at least semiannually?

Where applicable, is manufacturer's serial number on combination locks obliterated?

GUARD FORCES.

Is a guard force provided?

Indicate authorized and actual strength, broken down by positions.

Is present guard force strength commensurate with degree of security protection required?

Is use of guard forces reviewed periodically to ascertain effective and economical use?

Is supervisory responsibility for guard force operations vested in the security officer?

Is a guard headquarters area provided?

Does the guard headquarters area contain control equipment and instruments of all alarm, warning and guard communications systems?

Are guards familiar with communications equipment used?

Does guard headquarters have direct communication with local municipal fire and police headquarters?

Are guards armed while on duty, and if so, with what type of weapon?

Are the weapons kept in arms racks and adequately secured when not in use?

Are ammunition supplies properly secured and issued only for authorized purposes?

Is each member of guard force required to complete a course of basic training?

Are the subjects included in the various training course adequate?

Does the training cover:

- (1) Care and use of weapons?
- (2) Common forms of pilferage, theft, and sabotage activity?
- (3) Types of bombs and explosives?
- (4) Orientation on the facility emphasis of controlled and vulnerable areas?
- (5) Location of hazardous materials and processes?
- (6) Location and use of fire protective equipment, including sprinkler control valves?
- (7) Location and operation of all important steam and gas valves and main electrical switches?

- (8) Conditions which may cause fire and explosions?
- (9) Location and use of first aid equipment?
- (10) Duties in the event of fire, explosion, natural disaster, civil disturbance, blackout, or air raid?
- (11) Use of communication system?
- (12) Proper methods of search?
- (13) Observation and description?
- (14) Patrol work?
- (15) Supervision of visitors?
- (16) Preparation of written reports?
- (17) General and special guard orders?
- (18) Authority to use force, conduct searches, and arrest or apprehend?

Are activities of the guard force consonant with established policy?

Is supervision of the guard force adequate?

Are general and special orders properly posted?

Are guard orders reviewed periodically to insure applicability?

Are periodic inspections and examinations conducted to determine the degree of understanding and compliance with all guard orders?

Do physical, functional, or other changes at the transit agency indicate the necessity for or feasibility of

- (1) Establishing additional guard posts?
- (2) Discontinuing any existing posts or patrols?

Is two-way radio equipment installed on all guard patrol cars?

Are duties other than those related to security performed by guard personnel?