



EAST BRUNSWICK POLICE DEPARTMENT

Business Self-Assessment

Security Checklist

The East Brunswick Police Department is committed to keeping residents and businesses secure in their communities. The Community Policing Unit offers free security survey evaluations based on availability, to both residents and businesses located within the boundaries of East Brunswick. For more information or to schedule a security survey, please contact the Community Policing Unit at 732-390-6938.

The following information is provided as a quick reference for businesses who wish to self-evaluate their security and safety measures:

BUSINESS SECURITY CHECKLIST

Employees

- Are background checks conducted?
- Do these checks include: CSC, Misdemeanors and Felonies?
- Are checks done on cleaning staff, contracted employees?

Computers

- Does your business have firewalls set up on the computers?
- Do you utilize network locks and passwords?

Emergency Preparedness

- Do you have a plan in place if a fire were to occur in the building?
- Is a plan in place for a bomb threat or other acts of violence?
- Is a shelter area identified and are employees aware of the location?
- Do your staff or building occupants practice these plans periodically?

Access Control

- Does the business have a key management policy?
- Are keys that are lost or stolen reported?
- Do you have an effective key recovery program?

Alarm System

- Is the alarm system regularly maintained?
- Is the system operable?
- Are members of the business familiar with Novi's alarm ordinance?
- Are the members of the business familiar with the alarm's operation?

Safes

- Is the safe secured to the structure?
- Is the safe concealed?
- Is the safe fire or burglary rated?
- Is the safe connected to an alarm system?
- Is the safe monitored by CCTV system?

Video Surveillance

- Does the surveillance video have enough storage capabilities?
- Is up to date equipment used and is it easy to access video?
- Is the video of high quality?

Ceiling Construction

- Do the ceilings allow access between rooms and over walls?
- Does the business have suspended ceilings with panels?

Mechanical Rooms

- Are the computer servers located in the mechanical rooms?
- Are the valves secured and locked?
- Is there access control to this room?

Interior Doors

- Are the doors sturdy and resistant to force?
- Are the doors equipped with a workable locking device?
- Do the doors have hinge pins located inside?
- Are the door frames in good condition?

Interior Lighting

- Is the interior lighting adequate?
- Is an auxiliary source of lighting available?

Exterior Doors

- Are the doors sturdy and resistant to force?
- Are the doors equipped with a strike plate secured with 3" screws and do they have a deadbolt at least a 1" throw?
- Is the door connected to the alarm system?
- Is an eye viewer (180 degrees) installed?
- Are the door hinge pins located inside?

Exterior Windows

- Do the windows have adequate locks?
- Are the windows connected to the alarm system?
- Are unused windows secured?

Building Exterior

- Does the building have a fire escape and exits?
- Are telephone / power lines secured?
- Are the roof access secured and the air units secure?

Exterior Grounds

- Are fences and gates in good condition?
- Are trees trimmed six feet from the ground and are they away from the building to prevent roof access?
- Are tree trimmed as not to block lights?
- Are the bushes trimmed away from the windows?

Parking Areas

- Are the parking areas well lit?
- Are employee / customer parking areas defined?
- Are measures in place to restrict employee theft?
- Do the employees have a secured parking area?

Exterior Lighting

- Is there adequate lighting?
- Are the sides of the building, walkways well lit?
- Are electrical switch boxes secured?
- Are the lights on a timer?