

NEWARK POLICE DIVISION

BUSINESS SECURITY SURVEY

The following categories are guidelines to use to insure a safe business environment. Go through this checklist and ask yourself whether your place of business is in compliance with these measures. If you have any questions regarding a block that you checked "no" for an answer, you may call the Newark Police Division for suggestions on how to make improvements.

DOORS/LOCKS

YES NO

- Do all of your exterior doors have good quality deadbolt locks with no less than a 1" throw?
- Are all of your latch-strike plates on your exterior doors secured with at least 3" screws?
- Do your exterior doors having glass within 3 feet of the lock have double-cylinder deadbolt locks installed on them?
- Do all of your exterior doors without glass have a wide-angle door-viewer installed for identifying visitors?
- Are all exterior doors constructed of solid wood?
- Do you change locks every time a disgruntled employee is dismissed or quits?
- If you have an overhead garage door equipped with an automatic opener, does it use a "rolling code" to foil "code grabbers"?
- If your overhead door is not equipped with an automatic opener, does it have good quality padlocks installed on both sides of the door?
- Does the door leading from your garage have good quality deadbolts installed?
- Do you use these deadbolts on a regular basis?
- If you have a sliding glass door, does the door(s) have at least one of the following?
Track lock, insertion pin lock, hinged door bar, metal or wooden dowel in track?

WINDOWS

- Do you check to make sure all windows are locked before you leave your business?
- Do you have good quality locks on all of your exterior windows?

YES NO

___ ___ Are all of your exterior windows in plain sight and not hidden by shrubbery or trees that provide easy cover for a burglar to hide while forcing open the window?

___ ___ Do you make sure nothing is left laying around your business that would provide easy access to second floor windows, such as ladders?

___ ___ If you have an alarm system installed, do all of you exterior windows have contacts?

SMOKE/BURGLAR ALARMS

___ ___ Do you have at least one smoke alarm on every floor?

___ ___ Do you replace the batteries in each of your smoke alarms on a regular basis?

___ ___ Do you test each of your smoke alarms on a regular basis?

___ ___ Do you have a quality burglar alarm system with a reputable company?

___ ___ Has your alarm company been instructed to notify the police before they call a contact person?

___ ___ Do you test your alarm system on a regular basis?

TELEPHONES

___ ___ Do you have at least one telephone installed in every room in case of an emergency?

___ ___ Do you have emergency numbers to police, fire, and gas and electric (other than 911) near every telephone?

___ ___ Do you have a cellular telephone available in case of an emergency such a power outage or intention cutting of telephone lines?

___ ___ Do you have "Caller ID" installed for obscene calls or bomb threats?

FIRST-AID

___ ___ Do you have first aid kits available for both employees and visitors?

___ ___ Do all employees know where to locate and how to use these kits?

YES NO

___ ___ Do you and your employees know basic life-saving techniques, such as CPR and the Heimlich Maneuver?

FIRE EXTINGUISHERS

___ ___ Do you have at least one fire extinguisher in your business?

___ ___ Do you and your employees know where the fire extinguishers are kept?

___ ___ Has everyone learned how to operate the fire extinguishers?

___ ___ Do you check the expiration date of the fire extinguishers on a regular basis?

EMERGENCY PLANS

___ ___ Do you have an evacuation plan established in case of a fire or other emergency?

___ ___ Are all employees aware of this plan?

___ ___ Have you established the best location to go to within the business in the event of a tornado or serious storm?

___ ___ Do you have a plan established to assist handicapped people in the event of an emergency of any type?

___ ___ Have you provided a contact list to the police in case of an emergency?

BUSINESS EQUIPMENT

___ ___ Have you photographed all equipment including computers, furniture, and fixtures maintained on the premises?

___ ___ Have you recorded the make, model, and serial numbers of these items?

___ ___ Have you permanently marked all equipment that does not have a serial number?

___ ___ Have you made a duplicate copy of your inventory of equipment and do you maintain a copy off premises in the event of a burglary or fire?

___ ___ Do you keep valuables, such as money, checks, and business records locked in a fireproof safe?

LIGHTING

YES NO

- ___ ___ Do you keep a sufficient number of interior lights burning after hours to discourage burglars?
- ___ ___ Do you have exterior floodlights or similar lighting illuminating all sides of your building at night?
- ___ ___ Do you have flashlights and fresh batteries available in case of electrical failures?
- ___ ___ Do you have battery operated emergency exit lights installed above all exterior doors on the inside of the building?

LANDSCAPING/EXTERIOR FENCES GATES

- ___ ___ Do you keep all gates on fences locked with a quality outdoor lock?
- ___ ___ Do you keep all outside business equipment secure in a fenced-in area?
- ___ ___ Have you trimmed all bushes and shrubs to provide visibility to all windows and to prevent people from hiding nears doors and windows?
- ___ ___ Have you cut back all branches from trees that might provide easy access to second floor windows?

EMPLOYEE SAFETY

- ___ ___ Do you and your employees check outside your business for strangers before leaving for the day?
- ___ ___ Do you and your employees check the inside of your cars before entering them to go home?
- ___ ___ Have you established a secret phrase or password to alert other employees when something suspicious is occurring?
- ___ ___ Have you instructed all employees to call the police whenever something doesn't look right to them?