



5-MINUTE RISK ASSESSMENT SURVEY

This risk assessment survey is a simple method to identify potential safety and security risks within your organization. This is not intended to take the place of a full audit. If you're interested in more information or would like to discuss your company's security needs, please contact Rod Buckingham directly, email Rod.Buckingham@BuckinghamSecurity.com or call 306-551- 5286.

DOORS

1. Are all emergency entrances/exits clearly marked, kept clear and accessible to employees and emergency response personnel?
2. Are all interior/exterior doors (including motion activated doors, conference room doors, office doors) equipped with a secure locking device?

ALARMS

3. Is your equipment (including cameras) maintained and kept up to date?

SECURITY CONTROLS/PERSONNEL

4. Does security staff have knowledge and ability to refuse access to persons identified as "not permitted"?
5. Does your security camera placement allow security to identify persons and vehicles entering your property?

EXTERIOR

6. Are the exterior lights in good working order, provide sufficient light to eliminate blind spots or shaded areas, and is there an emergency lighting system?
7. Are parking lots adequately illuminated?

CYBER SECURITY

8. Do you have a password protocol that is enforced and tested within your organization?

PERSONNEL

9. Are all employees appropriately screened (references checked, past financial and credit history check made, criminal records checked, birth certificate supplied) before they are hired?
10. Are all volunteers appropriately screened before they volunteer?
11. Are personnel files secured in a locked file or desk drawer and locked when the office is left unattended?
12. Is a record kept of all lost or stolen badges/IDs?
13. Are changes to employee status communicated in a timely manner?

ACCESS CONTROL

14. Are high security areas and critical maintenance areas locked at all times and only accessible to authorized employees?

EMERGENCY RESPONSE

15. Do you have an emergency response plan for each of these areas?:
 - a. Fire
 - b. Evacuation
 - a. Suspicious packages and bomb threats
 - b. Power outage
 - c. Active shooter/human threat
 - d. Hazmat (if applicable)
 - e. Weather emergency (if applicable)
 - f. Shelter in place (if applicable)
16. Do you test your emergency response plans at least once per year?
17. Are all first aid stations and public access defibrillators easily located with clear signage?
18. Are evacuation protocols clearly displayed for all employees, external clients or contractors?

TRAINING/EDUCATION

19. Are all employees trained to know the response procedures in the event of an active human threat?
20. Are all employees trained to use a fire extinguisher and defibrillator?

SUMMARY

If you answered NO to any of the questions above, your business has potential safety and security risks. To receive a personalized risk assessment for your organization, please contact Rod Buckingham directly, email Rod.Buckingham@BuckinghamSecurity.com or call 306-551- 5286.

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