

*SECURITY ASSESSMENT 2010*

**CONFIDENTIAL**



# INTRODUCTION

THIS DOCUMENT HAS BEEN CREATED TO SERVE AS A DIAGNOSTIC TOOL OF YOUR ORGANIZATION'S CURRENT SECURITY STATUS. WHETHER YOU EMPLOY OR OUTSOURCE A SECURITY GUARD/STAFF, OR DON'T HAVE SECURITY AT ALL, YOUR ORGANIZATION CAN BENEFIT GREATLY BY TAKING THE SECURITY ASSESSMENT FOUND WITHIN THIS DOCUMENT. IT CAN HELP YOU TO IDENTIFY SECURITY WEAKNESS IN YOUR ORGANIZATION, OR CURRENT SAFETY PROCESSES, THAT YOU MAY NOT BE AWARE OF.

WHILE THIS ASSESSMENT DOCUMENT SERVES AS AN EXCELLENT 'FIRST STEP' IN HELPING YOU TO IDENTIFY WAYS IN WHICH TO IMPROVE YOUR ORGANIZATION'S SECURITY PROCESS AND PROCEDURES, IT DOES NOT COVER THE MORE DETAILED TOPICS/SITUATIONS, WHICH ARE COVERED IN *ARROW SECURITY'S ONSITE ASSESSMENT*, WHICH IS PERFORMED BY A DEDICATED ARROW SECURITY REPRESENTATIVE.

THE *ARROW SECURITY ONSITE ASSESSMENT* IS PROVIDED AT NO COST TO YOU, AND PROVIDES A MUCH MORE THOROUGH EXAMINATION OF YOUR ORGANIZATION AND ITS ASSETS. YOU ARE ENCOURAGED TO REVIEW THIS DOCUMENT IN ITS ENTIRETY AND CONTACT ARROW SECURITY FOR A MORE COMPREHENSIVE ASSESSMENT OF YOUR SPECIFIC SECURITY NEEDS.

YOU CAN DO SO BY VISITING [WWW.ARROWSECURITY.NET](http://WWW.ARROWSECURITY.NET) AND CLICKING ON "CONTACT US," OR BY CALLING 1-800-350-1724.

## BEFORE YOU PROCEED, KNOW THAT:

- ACCORDING TO ILLINOIS-BASED COMPTIA, ON AVERAGE U.S. FIRMS SPEND \$600,000 ON SECURITY-RELATED EXPENDITURES EVERY YEAR.
- THE BOSTON-BASED ABERDEEN GROUP RECENTLY REPORTED THAT, SECURITY GLITCHES COST THE AVERAGE COMPANY 7.7 PERCENT OF ITS ANNUAL REVENUES.
- THE BUREAU OF LABOR STATISTICS REPORTED THAT DURING THE 1990s, ON AVERAGE, 19 PEOPLE WERE MURDERED AT WORK EACH WEEK OR CLOSE TO 1,000 PEOPLE ANNUALLY.
- IN THE SAME REPORT, IT WAS FOUND THAT IN THIS CENTURY WORKPLACE HOMICIDES HAVE AVERAGED 603 ANNUALLY; A 13% INCREASE IN INCIDENTS OCCURRED FROM 2006 TO 2007.
- THE NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH REPORTS THE ESTIMATED COST FOR A WORKPLACE HOMICIDE IS \$850,000 PER INCIDENT.
- IN 2005 THE PONEMON INSTITUTE CONDUCTED A SURVEY THAT FOUND THAT 81% OF COMPANIES EXPERIENCED THE LOSS OF ONE OR MORE LAPTOPS CONTAINING SENSITIVE DATA OVER THE PAST 12 MONTHS.

IN 2006 THE CMO COUNCIL CONDUCTED A SURVEY THAT FOUND THAT ONLY 29% OF COMPANIES SAID THEY HAD A CRISIS CONTAINMENT PLAN FOR SECURITY BREACHES AND FAILURES.

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TO TAKE THE ASSESSMENT, SIMPLY PLACE THE CORRESPONDING SCORE TO EACH QUESTION IN THE "SCORE" COLUMN. FOR EXAMPLE: IF THE SCORE FOR ANSWERING "YES" IS "2," SIMPLY PLACE A "2" IN THE SCORE COLUMN.

	YES	NO	SCORE
<u>PHYSICAL SITE SURVEY</u>			
DOES A FENCE OR OTHER TYPE PHYSICAL BARRIER DEFINE THE PERIMETER OF THE FACILITY? _____	2	0	
IS PERIMETER BARRIER CONSIDERED TO BE A SECURITY SAFEGUARD? _____	2	0	
IS PERIMETER BARRIER SET BACK 20 FEET OR MORE FROM TRANSIT FACILITY PROPERTY BOUNDARY? _____	2	0	
IS PERIMETER BARRIER UNDER SURVEILLANCE AT ALL TIMES? _____	2	0	
IF BUILDING FORMS A PART OF THE PERIMETER BARRIER, DOES IT PRESENT A HAZARD AT THE POINT OF JUNCTURE WITH THE PERIMETER FENCE? _____	0	2	
DOES IT HAVE ANY DOORS, WINDOWS, OR OTHER OPENINGS ON PERIMETER SIDE? _____	0	2	

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	YES	NO	SCORE
ARE OPENINGS, WHICH PERMIT ACCESS TO THE FACILITY, SECURED? (CULVERTS, TUNNELS, SEWER MANHOLES, UTILITY ACCESS, SIDEWALK ELEVATORS)	2	0	
ARE ALL ENTRANCE POINTS IN PERIMETER BARRIERS GUARDED OR SECURED?	2	0	
ARE GATES AND/OR OTHER PERIMETER ENTRANCES, WHICH ARE NOT IN ACTIVE USE FREQUENTLY INSPECTED BY GUARDS OR OTHER PERSONNEL?	2	0	
IS THE SECURITY OFFICER RESPONSIBLE FOR SECURITY OF KEYS TO PERIMETER ENTRANCES?	2	0	
ARE KEYS TO PERIMETER ENTRANCES ISSUED TO PEOPLE OTHER THAN FACILITY PERSONNEL, SUCH AS CONTRACTOR PERSONNEL?	0	2	
ARE ALL NORMALLY USED PEDESTRIAN AND VEHICLE GATES AND OTHER PERIMETER ENTRANCES LIGHTED?	2	0	

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## SECURITY COMMUNICATIONS

	YES	NO	SCORE
IS THERE A SECURITY COMMUNICATIONS SYSTEM? _____	2	0	
IS PERIMETER BARRIER ALWAYS UNDER SURVEILLANCE? _____	2	0	

## PROTECTIVE LIGHTING

IS THE PERIMETER OF THE INSTALLATION PROTECTED BY LIGHTING? _____	3	0	
DOES NIGHTTIME PROTECTIVE LIGHTING PROVIDE THE SAME DEGREE OF PROTECTION AS DAYLIGHT HOURS? _____	5	0	
ARE LIGHTS CHECKED FOR PROPER OPERATION PRIOR TO DARKNESS? _____	2	0	
ARE GATE GUARD SHACKS PROVIDED WITH PROPER ILLUMINATION? _____	2	0	
DOES THE FACILITY HAVE A DEPENDABLE AUXILIARY SOURCE OF POWER? _____	1	0	

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## GUARD FORCES

	YES	NO	SCORE
IS A GUARD FORCE PROVIDED? _____	5	0	
IS A GUARD HEADQUARTERS AREA PROVIDED? _____	2	0	
DOES THE GUARD HEADQUARTERS AREA CONTAIN CONTROL EQUIPMENT AND INSTRUMENTS OF ALL ALARM, WARNING AND GUARD COMMUNICATIONS SYSTEMS? _____	2	0	
ARE GUARDS FAMILIAR WITH COMMUNICATIONS EQUIPMENT USED? _____	2	0	
DOES GUARD HEADQUARTERS HAVE DIRECT COMMUNICATION WITH LOCAL MUNICIPAL FIRE AND POLICE HEADQUARTERS? _____	2	0	
ARE GENERAL AND SPECIAL ORDERS PROPERLY POSTED? _____	3	0	
ARE GUARD ORDERS REVIEWED PERIODICALLY TO INSURE APPLICABILITY? _____	2	0	
ARE PERIODIC INSPECTIONS AND TESTS CONDUCTED TO DETERMINE THE DEGREE OF UNDERSTANDING AND COMPLIANCE WITH ALL GUARD ORDERS? _____	2	0	

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## RECENT INCIDENT HISTORY

	YES	NO	SCORE
HAS THERE BEEN A HISTORY OF A SPECIFIC TYPE OF CRIME OCCURRING ON THE PREMISE? _____	0	2	
HAVE THERE BEEN ANY CRIMINAL INCIDENTS IN THE PAST 12 MONTHS? _____	0	2	
HAVE ANY ORGANIZATION ASSETS GONE MISSING IN THE PAST 12 MONTHS? _____	0	2	

## TOTAL SCORE

IF YOUR ORGANIZATION SCORED LOWER THAN 65, YOU SHOULD CONSIDER IMPROVING YOUR CURRENT SECURITY PROCESSES AND PROCEDURES BY WORKING WITH AN EXPERIENCED AND PROVEN SECURITY COMPANY.

FOR A MORE COMPREHENSIVE ASSESSMENT OF YOUR SECURITY NEEDS, A DEDICATED ARROW SECURITY REPRESENTATIVE CAN PERFORM THE *ARROW SECURITY ONSITE ASSESSMENT*, WHICH IS PROVIDED AT NO COST TO YOU.

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