APPENDIX I

PHYSICAL SECURITY CHECKLIST

BUILDING

1. Facility Address:

2. Description and number of buildings:

3. Compounds/products manufactured, tonnages (attach list)
4. Facility hours/office hours/shift times

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<th></th>
<th>Hours</th>
<th>Personnel</th>
<th>No. of supervisors</th>
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5. Attach detailed plant maps showing production areas, fence lines, and buildings or annotate an aerial photograph.

6. Photograph and show location of gates and entrances. Label and attach one picture per page.

7. Location of primary and secondary security centers

8. Is all information channeled into both centers from all sensors/cameras, fences/gates, doors, etc. Independently?

9. Size and number of guards/security force personnel

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10. Fence line security: Describe fences and sensors. Attach a drawing, if necessary.
11. Is there a distance between vegetation and fence line? ____________________________
12. Are property boundaries clearly identified? ________________________________
13. Is fence line illuminated at night? _______________________________________
14. Are the gates in good condition? _______________________________________
15. Are the gate hinges internal or external? ________________________________
16. How are unused gates protected and monitored? _________________________
17. Are there dark spots in the fencing illumination? _________________________
18. Is the fence line monitored by closed circuit TV? _________________________
19. Color TV or black and white? ________________________________
20. Is the TV equipped with infrared sensors? ________________________________
21. Is there at least 10 m between fence line and shrubbery and trees and poles
gates monitored? __________________________________________
22. Is the boundary fencing clearly marked with “No Trespassing” signs? 
_______________________________________________________________
23. Are all drains and swales larger than 40 cm screened for antipersonnel intrusion? 
_______________________________________________________________
24. Is fencing continuous with all rises and dips in the terrain? 
_______________________________________________________________
25. Is the fence line illumination automatic? _________________________
26. Is there a manual override for illumination controlled by the guard station or 
central dispatch station? ________________________________
27. If there are holes in the fence, what is the plan and schedule for making 
repairs? ___________________________________________________
28. Are all buildings that are not continually occupied locked after business/shift 
hours? ___________________________________________________
29. Are all building doors and windows facing fencing locked, and do they have 
alarms? ________________________________
30. Are the alarms internal and external? ________________________________
31. Are there CCTV on exterior doors? ________________________________
32. Do these alarm register on the central dispatch station? 
_______________________________________________________________
33. What is the response time for inspection of a gate or door alarm? 
_______________________________________________________________
34. List and describe building doors and ground floor windows and their alarms and cameras.

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<th>Doors</th>
<th>Fence line</th>
<th>Gates</th>
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35. Are all buildings that are not continually occupied locked after business/shift hours?

LOCK AND KEY, ALARM SYSTEMS, AND GUARDS

36. Are keys signed for?

37. Who controls duplicate keys?

38. Is there a master list for keys and their access?

39. Who keeps the key logs?

40. List the number of keys in each area/building and who controls them on a separate sheet.

41. Are all the keys accounted for?

42. When an employee leaves, do they surrender their badge and keys?

43. Are keys nonstandard so that they cannot be easily duplicated?

44. Are padlocks on a separate system with separate keys?

45. Describe the following about the building, gate, and fence alarm system.

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| Manufacturer | | |
|--------------| | |

| Type | |
|------| |

| Installation date | |
|------------------| |

| Inspection dates | |
|------------------| |

| Serviced by: | | |
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46. How frequently are alarm systems tested? ____________________________
47. Date of last test? ________________________________________________
48. Where does alarm system terminate? _______________________________
49. Does each alarm generate a printed report? _________________________
50. Who keeps the records? ________________________________________
51. Do the alarms show a pattern? _________________________________
52. Where is the alarm panel located? ________________________________
53. Is the alarm panel located behind locked doors? ____________________
54. Who has the authority to turn alarms on and off? _________________
55. Does the alarm system have a battery backup? _____________________
56. Is the battery backup periodically checked and maintained? _________
57. How frequently? _____________________________________________
58. Do the guard patrols have duress alarms? _________________________
59. How frequently are the guard forces given polygraph tests? __________
60. Do the guards know CPR? ______________________________________
61. Do the guards maintain fitness levels? ____________________________
62. What are the physical standards for the guard force? ________________
63. Distance between fence lines and closest housing/industrial/commercial units not owned by company on each compass direction?

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64. Attach a wind rose for history of prevailing winds.
65. Does plant have any remote operations? Yes _____ No ________
66. If Yes, describe how remote operations are monitored.

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67. What is posted speed approaching gates/entrances? _________
68. What barriers exist to prevent vehicles from crashing gates/entrances?

69. Where are inspections conducted on all incoming vehicles? Describe.

70. Briefly describe how shipments by rail are inspected and allowed into the plant. Attach a separate description, if required.

71. Is shipping and receiving located remotely from the balance of the plant operations? If yes, how far? ____________________________________________

72. Is there a procedure for insuring that drivers of vehicles cannot enter the plant? Describe and determine if barriers can stop an incoming moving vehicle

73. Are the security force armed? ___________________

74. How frequently do they undergo firearms accuracy training? ________________

75. How are detentions or arrests handled?
APPENDIX I: PHYSICAL SECURITY CHECKLIST

76. Does the night shift/graveyard shift have regular rounds?

77. Does the night shift/graveyard shift have key stations?

78. Do all the security force have encoded radios? Can they monitor in-plant communications?

79. Does the security force have a way of communicating with plant fire department?
   _________ Off-site Security (Police and Fire) _________ Hospital
   ________________

EMPLOYEE SECURITY

80. Is employee ingress and egress restricted to controlled and monitored locations?
    _________

81. Does security have a way to know how many employees are in the plant at any one time, and what locations they are supposed to be working in?
    _________

82. Employee/visitor/contractor’s ingress/egress is controlled by?
   Badge _____________________
   Pass _____________________
   Guard _____________________
   Key _____________________
   Receptionist ______________

83. Does the plant use contractor labor for maintenance? _______________________

84. Have all contractor laborers been screened? ________________________________
    _________

85. Do all employees have badges?
    _________

86. Do all contractors/visitors have different badges than employees?
    _________________________

87. List companies and names, and contact information for all contractors on a separate sheet.

88. Are visitors escorted?
    _________________________

89. Are personal electronics/laptops/flash drives, disks, etc., allowed in plant?
    _________________________

90. Are bags and personal possessions searched by everyone entering and leaving the plant?

91. Do the ingress and egress locations from the plant have metal detectors?

92. Do the employees and visitors have a designated parking area outside the plant?

93. Is the parking area secure and illuminated? ________________ CCTV monitored?
    ___________
TRASH REMOVAL AND SHIPMENTS FROM THE FACILITY

94. Are outgoing shipments inspected and manifests verified? __________________
    Describe the procedure. ____________________________________________

95. Name and address of trash removal service. ____________________________

96. How often is trash removed? _______________________________________

97. Are trash removals supervised by security force? _____________________

98. How often is trash inspected? _______________________________________ 

99. Are trash and hazardous wastes hauled by the same company? __________

100. Where are hazardous wastes disposed of? ____________________________

PLANNING

101. Does the plant have plans for the following, and are they up to date:
    a. Plantwide emergency
    b. Evacuation
    c. Bomb
    d. Fire
    e. Extreme weather (Tornado and/or Hurricane)
    f. Flood
    g. Earthquake
    h. Explosion
    i. Loss of utility services
    j. Civil disorder
    k. Terrorist attack
    l. Spill events

102. List the last time each plan was tested?

103. Does the plant follow Incident Command System

104. Do each of the plans have the contact information for all necessary key
    employees?

105. Are the evacuation routes and assembly points posted?

106. Is there a plant map showing the location of fire extinguishers?

107. Is there a plant map showing the location of spill control materials?

108. Is there coordination with the Local Emergency Planning Committee?

109. Have any or all of these plans been submitted/shared with the local fire and
    police forces and local hospital to provide services?

110. Are the routes to the local hospital posted and available?
MAIL HANDLING

111. How is the mail handled?
   a. Incoming
   b. Outgoing
   c. Are there procedures for hazardous materials/bombs in the mail?
   d. Are all mails opened?

FIRE PLANS

112. Are all buildings up to fire code?____________________________________

113. Has the fire marshal been into inspect the buildings? ________________

114. Is the plant equipment and process conforming to current fire codes?
     __________

115. Is the fire sprinkler system tested regularly?__________________________