**Address**:

Click here to enter text.

**Date**:

Click here to enter a date.

|  |  |
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| **Area** | **Yes, No, Answer** |
| Area of low crime? | Click here |
| Near important transport routes, near evacuation routes? | Click here |
| In area prone to natural disasters? (flooding, landslides, earthquakes) | Click here |
| Are there any high-profile government buildings within 1.5km? | Click here |
| Distance of the building to the nearest police station? | Click here |
| Distance of the building to the nearest fire station? | Click here |
| Distance of the building to the nearest hospital or medical facility? | Click here |
| Are there diplomatic missions within 1.5km? | Click here |
| Are there religious buildings or ethnic iconic locations within 1.5km? | Click here |
| Any factories involved in production or processing of hazardous materials in proximity? | Click here |

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| **Site** | **Yes, No, Answer** |
| Number of building entrances? | Click here |
| How many floors (including basements)? | Click here |
| Who is the owner? Is he or she reliable and of good reputation? Does he or she have connections that you should be aware of? (ask copy of official document that states he/she is the owner of the object) | Click here |
| Is the building shared with other occupants? (who?) | Click here |
| Are the walls strong enough to withstand likely threats? | Click here |
| What are the general sanitation and hygiene conditions of the site? (For example, note if the building is located close to a swamp and the presence of mosquitoes for risk of malaria or dengue.) | Click here |
| Is the water supply reliable? If not, will you need to install your own water system | Click here |

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| **Perimeter & Access control** | **Yes, No, Answer** |
| Does the building have a perimeter fence and/or wall? | Click here |
| What is the approximate height of this fence? Any special features (razor wire, electrified etc.) | Click here |
| Is there a barrier to control vehicle access? | Click here |
| Is there a means to control pedestrian access? | Click here |
| Does the building have an existing security guard force? | Click here |
| If so, state name of security firm. | Click here |
| How long has the firm been providing security for the building? | Click here |
| What is the number of guards during the day? | Click here |
| What is the number of guards during the night? | Click here |
| Do they carry out security checks on visitors? | Click here |
| Is there a place where visitors can wait? | Click here |
| Do they patrol the perimeter of the building? | Click here |
| Do they respond to emergency incidents or alarm activations? | Click here |
| What nature of incidences is the guard force trained and equipped to deal with? | Click here |
| Are the guard force armed? | Click here |

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| **Building & Access control** | **Yes, No, Answer** |
| Are the walls strong enough to withstand likely threats? | Click here |
| Are ground level windows secured (e.g. bars or grilles or films)? | Click here |
| Do windows have anti-shatter film or laminated glass? | Click here |
| Is there a suitable shelter, in case of armed robbery, attack or fighting in the vicinity? A shelter should preferably be behind thick walls and out of sight of any window. | Click here |

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| **Screening & searching** | **Yes, No, Answer** |
| Are vehicles physically inspected or screened on entering the perimeter? | Click here |
| Is there sufficient parking and will vehicles be secure? | Click here |
| Are staff and visitors physically inspected or screened on entering the perimeter? | Click here |
| Do security personnel use handheld metal and explosive detectors? | Click here |
| Are post/packages screened on delivery to the building? | Click here |

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| **Security lighting** | **Yes, No, Answer** |
| Is the perimeter lit with security lighting? | Click here |
| Is there supplementary lighting to eliminate dark areas? | Click here |
| Is lighting continuously on at night or movement activated? | Click here |

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| **Building fire safety** | **Yes, No, Answer** |
| Does the building have smoke detectors? | Click here |
| How many emergency exits are there on the considered floor? | Click here |
| Is there fire safety equipment on the considered floor (fire extinguishers?) | Click here |

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| **Power backup for maintaining security systems** | **Yes, No, Answer** |
| Have there been any power cuts from the central power provider during the last 3 months? | Click here |
| Does the building have UPS/inverter? | Click here |
| Is there a generator/solar panel or backup power arrangements? | Click here |
| How long can the generator run before requiring refuelling? | Click here |
| Is the generator secure within the perimeter? | Click here |

*Based on Source8 (2015) Office opening: a guide for non-governmental organisations. European Interagency Security Forum (EISF) . Available at* [*www.eisf.eu*](http://www.eisf.eu) *for more tools and templates regarding opening an office*