U.S. Fish and Wildlife Service
Physical Security Survey - Level 1

*Facility Managers should use this form to conduct security surveys of their workplace, as required by Service policy 432 FW 1. Corrective actions to counter deficiencies must be completed and a record kept along with the completed survey in the Station's file system.*

Date of Survey:
Surveyor: Title:
Location:
Building Name/Number:
Occupancy Address:
Lessor's Address:
Square Footage: SAMMS Real Property Inventory Number:

## CONTACT INFORMATION

**Security or Safety Officer**: Phone:
Address:

**Station Project Leader**: Phone:

**Alarm Contact**: Phone:

**Federal Protective Service**: Phone:
Address:

**Police Department**: Phone:
Address: Emergency Phone:

**Other**: Phone:
Address: Emergency Phone:

**Will Police Department**:
Conduct crime prevention programs? ☐ Yes ☐ No
Provide crime statistics? ☐ Yes ☐ No
Written/verbal agreement w/police? ☐ Yes ☐ No

**Federal Law Enforcement on Premises**:
Agency:
Title: Name:
Will they respond to offenses/incidents? ☐ Yes ☐ No



FWS 3-2417
04/16

| Security Criterion | Level 1 Requirements | Applicable? (Yes/No) | Implemented? (Yes/No) | Comments (Required) |
|---|---|---|---|---|
| Landscaping | Minimize areas of concealment in and around facilities. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Site Lighting | Install exterior lighting at entrances and exits. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Burglary Resistance of Windows | Lock all operable ground floor windows. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Protection of Air Intakes | Provide emergency shutdown, SIP, and evacuation procedures. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Regulatory Signage | Post necessary regulatory, statutory, and/or site specific signage. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Employee Access Control | Issue employees keys for access. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Visitor Access Control | Entrances are open to the public during business hours. After hours, visitor entrances are secured, and have a means to verify the identity of persons requesting access prior to allowing entry into the facility. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Perimeter Doors & Door Locks | Secure perimeter doors with high-security mechanical locks. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Emergency Exit Doors | Secure emergency exit doors using an automatic door closer and exit hardware that are compliant with applicable life safety codes and standards. | ☐ Yes ☐ No | ☐ Yes ☐ No | |

| Security Criterion | Level 1 Requirements | Applicable? (Yes/No) | Implemented? (Yes/No) | Comments (Required) |
|---|---|---|---|---|
| Access to nonpublic Areas | Use signage to designate nonpublic areas and establish procedures to prevent unauthorized access. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Security of Critical Areas | Lock doors to critical areas and establish procedures to limit access into critical areas to authorized personnel only | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Building Systems and Roof Access | Secure utility, mechanical, electrical, and telecom rooms, and access to interior space from the roof with locks. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Publicly Accessible Restrooms | Control access to public restrooms. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| CCTV Surveillance Advisory | Post signage advising of CCTV surveillance when required. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Intrusion Detection System (IDS) Coverage | Install local annunciation if IDS is in use. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Duress Alarms or Assistance Stations | Implement duress procedures for emergency situations. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Designated Official (DO) | Identify the DO who is responsible for security, safety, and emergency management in the facility. | ☐ Yes ☐ No | ☐ Yes ☐ No | |

| Security Criterion | Level 1 Requirements | Applicable? (Yes/No) | Implemented? (Yes/No) | Comments (Required) |
|---|---|---|---|---|
| Facility Security Committee (FSC) | Establish an FSC that is chaired by the DO (or designee) to provide oversight of security, life-safety, and emergency procedures. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Facility Security Plan | Develop a written facility security plan that identifies security responsibilities, emergency contacts, response procedures for incidents, and contingency plans for temporary upgrades in accordance with the Homeland Security Advisory System. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Occupant Emergency Plan (OEP) | Develop, publish, and maintain an OEP, and conduct annual training/exercises. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Availability of Emergency Plans and Documents | Ensure ready availability of emergency plans and associated documents in the event of an emergency. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Mail/Package Handling and Other Deliveries | Follow ISC Safe Mail Handling Procedures. | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| Security Awareness Training | Provide all employees with annual security awareness training | ☐ Yes ☐ No | ☐ Yes ☐ No | |

**Reference**

USA. Interagency Security Committee. *Physical Security Criteria for Federal Facilities: An Interagency Security Committee Standard*. 2010. pg 45- 71.