



U.S. Fish and Wildlife Service
Physical Security Survey - Level 3



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

Security Criterion	Level 3 Requirements	Applicable? (Yes/No)	Implemented? (Yes/No)	Comments (Required)
Identification as Federal Facility	Signage identifying a facility as a Federal facility should only be posted when necessary to achieve the mission of the tenants, or when the facility is readily identified or well-known as a government facility based on the nature of public contact or other operations.	Yes No	Yes No	
Landscaping	Restrict landscaping from obstructing views of the security guards and CCTV cameras or interfering with lighting or IDS.	Yes No	Yes No	
Vehicle Access Points	Limit the number of vehicle access points.	Yes No	Yes No	
Site Lighting	Install exterior lighting at entrances, exits, parking lots, and garages.	Yes No	Yes No	
Restricted Areas	Provide fences, walls, gates or other barriers to prevent unauthorized access to restricted areas.	Yes No	Yes No	

Security Criterion	Level 3 Requirements	Applicable? (Yes/No)	Implemented? (Yes/No)	Comments (Required)
Signage - Sensitive Areas	Prohibit signs that identify sensitive areas, unless required by other standards/codes.	Yes No	Yes No	
Control of Parking	Control vehicle access to underground/ in-building parking.	Yes No	Yes No	
Authorized Parking	Limit parking to employee vehicles, authorized visitor vehicles and other authorized parkers.	Yes No	Yes No	
Vehicle Access to Controlled Parking	Use vehicle gates to limit access of vehicles to authorized vehicles only	Yes No	Yes No	
Vehicle Barriers	Provide vehicle barriers to protect pedestrian entrances from penetration by a vehicle meeting the DBT.	Yes No	Yes No	
Vehicle Screening	Screen visitor vehicles before entry into the controlled parking area.	Yes No	Yes No	

Security Criterion	Level 3 Requirements	Applicable? (Yes/No)	Implemented? (Yes/No)	Comments (Required)
Pedestrian Access to Controlled Parking Areas	Monitor pedestrian access to parking areas.	Yes No	Yes No	
Hazardous Materials Storage	Locate HAZMAT storage in a restricted area away from loading docks, entrances, and uncontrolled parking.	Yes No	Yes No	
Receptacle and Container Placement	Position trash containers, mailboxes, vending machines, or other fixtures and features that could conceal devices away from building entrances.	Yes No	Yes No	
Blast Resistance - Windows	Utilize acceptable fragment retention film, or an acceptable glazing system to reduce the glass fragmentation hazard.	Yes No	Yes No	

Security Criterion	Level 3 Requirements	Applicable? (Yes/No)	Implemented? (Yes/No)	Comments (Required)
Blast Resistance - Façade and Structure	Use a combination of setback, site planning, façade hardening, and structural measures to provide a medium level of façade protection.	Yes No	Yes No	
Blast Resistance - Progressive Collapse	For buildings less than three stories, use a combination of setback, site planning, façade hardening, and structural measures to prevent progressive collapse from the DBT or the loss of any single exterior column or load-bearing wall, whichever is lower.	Yes No	Yes No	
Blast Resistance - Under-Building Parking	Implement architectural or structural features, or other positive countermeasures (e.g., vehicle screening), that deny contact with exposed primary vertical load members in these areas. A minimum standoff of at least 150mm (6 inches) from these members is required.	Yes No	Yes No	

Security Criterion	Level 3 Requirements	Applicable? (Yes/No)	Implemented? (Yes/No)	Comments (Required)
Burglary Resistance of Windows	No operable windows on ground floor level.	Yes No	Yes No	
Walls and nonwindow Openings	Protect nonwindow openings such as mechanicals vents and exposed plenums to resist forcible entry.	Yes No	Yes No	
Windows in Critical Areas - Ballistic Protection	Provide blinds, curtains, or other window treatments in critical areas that can be used to prevent visual observation into critical areas when temporary conditions warrant.	Yes No	Yes No	
Protection of Air Intakes	Provide emergency shutdown, SIP, and evacuation procedures, and secure accessible air intake grilles from tampering or removal.	Yes No	Yes No	
Isolated Ventilation Systems	Provide separate isolated HVAC systems in lobbies, loading docks, mailrooms and other locations susceptible to CBR attack that are isolated from other building areas.	Yes No	Yes No	

Security Criterion	Level 3 Requirements	Applicable? (Yes/No)	Implemented? (Yes/No)	Comments (Required)
HVAC Control	Install an emergency shutoff and exhaust system for air handlers. Control movement of elevators, and close applicable doors and dampers to seal building.	Yes No	Yes No	
Biological Filtration - General Building	Use a Minimum Efficiency Reporting Value (MERV) 10 particulate filter on all exterior air handling units (AHUs).	Yes No	Yes No	
Biological Filtration - Lobbies and Mailrooms	Use a Minimum Efficiency Reporting Value (MERV) 13 particulate filter on all air handling units (AHUs) in mailrooms and lobbies.	Yes No	Yes No	
Security of Ventilation Equipment and Controls	Protect the system controls from unauthorized access.	Yes No	Yes No	

Security Criterion	Level 3 Requirements	Applicable? (Yes/No)	Implemented? (Yes/No)	Comments (Required)
Emergency Generator Protection	If an emergency generator is used, secure it against unauthorized access and locate the emergency generator and fuel tank at least 25 feet away from loading docks, entrances, parking, or implement standoff, hardening and venting methods to protect utilities from DBT at these locations.	Yes No	Yes No	
Badge Identification (ID) System	Require agency photo ID that is worn and visible at all times when in government controlled space.	Yes No	Yes No	
Regulatory Signage	Post necessary regulatory, statutory, and/or site specific signage.	Yes No	Yes No	
Employee Access Control	Provide a means to secure employee entrance doors and to verify the identity of persons requesting access prior to allowing entry in the facility.	Yes No	Yes No	

Security Criterion	Level 3 Requirements	Applicable? (Yes/No)	Implemented? (Yes/No)	Comments (Required)
Visitor Access Control	Require visitors to nonpublic areas be sponsored by a tenant and either approved for unescorted access or escorted at all times.	Yes No	Yes No	
Occupant Screening	Use X-ray and magnetometer to screen all occupants and their property that do not possess an acceptable ID for access to the facility.	Yes No	Yes No	
Visitor Screening	Screen all visitors and their property using X-ray and magnetometer.	Yes No	Yes No	
Lobby Queuing	Minimize queuing caused by screening, visitor processing, and access control system throughout.	Yes No	Yes No	
After Hours Access Control	Require all employees, contractors, and visitors to sign in and sign out electronically, or on a building register afterhours.	Yes No	Yes No	

Security Criterion	Level 3 Requirements	Applicable? (Yes/No)	Implemented? (Yes/No)	Comments (Required)
Limit Building Entry Points	Limit the number of building entry points to the fewest number practical.	Yes No	Yes No	
Perimeter Doors & Door Locks	Secure perimeter doors with nonremovable hinges and high-security mechanical or electronic locks.	Yes No	Yes No	
Control of Keys and Access Media	Implement a formal key control program and electronically disable lost or stolen media	Yes No	Yes No	
Employee Convenience Doors	Provide electronic access control for employee entry control without a guard post (including after-hours access) in conjunction with CCTV coverage.	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 3 Requirements	Applicable? (Yes/No)	Implemented? (Yes/No)	Comments (Required)
Space Planning	Locate critical systems and areas at least 25 feet away from loading docks, entrances, mailrooms, personnel and package screening locations, and uncontrolled parking, or implement standoff, hardening, and venting methods to protect critical areas from the DBT at these locations.	Yes No	Yes No	
Access to nonpublic Areas	Use signage, stanchions, counters, furniture, knee walls, etc., to establish physical boundaries to control access to nonpublic areas.	Yes No	Yes No	
Security of Critical Areas	Install electronic access control and IDS to control and monitor access into critical areas.	Yes No	Yes No	
Building Systems and Roof Access	Secure utility, mechanical, electrical, and telecom rooms, and access to interior space from the roof using locks and IDS.	Yes No	Yes No	

Security Criterion	Level 3 Requirements	Applicable? (Yes/No)	Implemented? (Yes/No)	Comments (Required)
Publicly Accessible Restrooms	Screen the public before accessing restrooms.	Yes No	Yes No	
Publicly Accessible Retail and Mixed Use Space	Accommodate publically accessible retail and mixed uses through such means as separating entryways.	Yes No	Yes No	
Blast Resistance - Interior Public Spaces	Implement architectural or structural features, or other positive countermeasures that deny contact with exposed primary vertical load members in these areas. A minimum standoff of at least 100mm (4 inches) is required.	Yes No	Yes No	
Blast Resistance-Mail Screening & Receiving location	Implement architectural or structural features, or other positive countermeasures in the mail screening and receiving areas that deny contact with exposed primary vertical load members and/or lateral bracing members in these areas. A minimum standoff of at least 150 mm (6 inches) is required.	Yes No	Yes No	

Security Criterion	Level 3 Requirements	Applicable? (Yes/No)		Implemented? (Yes/No)		Comments (Required)
CCTV Coverage	Provide CCTV coverage of screening checkpoints, pedestrian and vehicle entrances, exits, loading docks, and lobbies.	Yes	No	Yes	No	
CCTV Monitoring and Recording	Record CCTV views using time-lapse video recording and digital image storage.	Yes	No	Yes	No	
CCTV Surveillance Advisory	Post signage advising of CCTV surveillance when required.	Yes	No	Yes	No	
Intrusion Detection System (IDS) Coverage	Provide IDS on perimeter entry and exit doors, and operable ground floor windows.	Yes	No	Yes	No	
Intrusion Detection System (IDS) Monitoring	Monitor at a central station (onsite or offsite) with notification to law enforcement or security responders	Yes	No	Yes	No	

Security Criterion	Level 3 Requirements	Applicable? (Yes/No)	Implemented? (Yes/No)	Comments (Required)
Duress Alarms or Assistance Stations	Provide duress buttons or call buttons at guard posts and sensitive public contact areas.	Yes No	Yes No	
Building Communication System	Provide a communication system for security and emergency announcements.	Yes No	Yes No	
Emergency Power for Security Systems	Provide uninterruptible emergency power to essential electronic security systems for a minimum of 4 hours.	Yes No	Yes No	
Security System Maintenance	Implement a preventive maintenance program for all security systems. Any critical component that becomes inoperable must be replaced or repaired within 72 hours.	Yes No	Yes No	

Security Criterion	Level 3 Requirements	Applicable? (Yes/No)	Implemented? (Yes/No)	Comments (Required)
Designated Official (DO)	Identify the DO who is responsible for security, safety, and emergency management in the facility.	Yes No	Yes No	
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	
Security Operations Management	Provide a federal security manager with oversight responsibilities for guards and other physical security operations who is onsite at least weekly.	Yes No	Yes No	
Guard Fixed Posts	Post armed guards at all screening checkpoints.	Yes No	Yes No	
Guard Patrols	Develop plans for on-site security guard response to alarms and incidents.	Yes No	Yes No	

Security Criterion	Level 3 Requirements	Applicable? (Yes/No)	Implemented? (Yes/No)	Comments (Required)
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	
Protection of Construction Information	Limit access to construction documents to those persons with an established need to know.	Yes No	Yes No	
Security During Construction and Renovation	Develop and implement a Construction Security Plan.	Yes No	Yes No	

Security Criterion	Level 3 Requirements	Applicable? (Yes/No)	Implemented? (Yes/No)	Comments (Required)
Mail/Package Handling and Other Deliveries	Screen all mail and packages using X-ray at a loading dock if present or at an existing screening location if there is no loading dock. Physically inspect items that cannot be passed through screening equipment.	Yes No	Yes No	
Security Awareness Training	Provide all employees with annual security awareness training.	Yes No	Yes No	
Protection of Water Supply	Secure handles, control mechanisms, and service connections at on-site publicly- accessible locations with locks or other antitamper devices.	Yes No	Yes No	
Security System Testing	Conduct security system performance testing annually.	Yes No	Yes No	

Reference

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