Arson Prevention Checklist

Checklists can be an effective tool to providea safer environment. Answer the following questions relating to external, internal, and awareness measures you can take to determine how well your facility is safeguarded to discourage unauthorized entry and encourage early fire detection. A "NO" answer indicates an area that may warrant further examination.

|  |  |  |
| --- | --- | --- |
| **External Measures** | **Yes** | **No** |
| Does lighting sufficiently illuminate all sides of buildings and parking areas? |  |  |
| Do all exterior doors have deadbolt locks and non-removable hinge pins? |  |  |
| Is a process in place to make sure that building doors and windows are locked when it is unoccupied? |  |  |
| Is access to roofs, fire escapes and outside stairways limited to authorized persons? |  |  |
| Is shrubbery trimmed to prevent it from being used for hiding? |  |  |
| Are loose materials and trash removed from the grounds daily? |  |  |
| Are windows and glass entries protected with wire mesh or bars? (Note that for emergency purposes, window bars must be able to be opened from the inside) |  |  |
| Is there fencing or controlled access to the property? |  |  |
| Is access to crawl spaces and basement entry points secured? |  |  |

|  |  |  |
| --- | --- | --- |
| **Internal Measures** | **Yes** | **No** |
| Are foyer and hall lights left on at night? |  |  |
| Are windows and doors equipped with proper locks, jams and/or deadbolts? |  |  |
| Is there a central station alarm system for notification of fire, smoke or breach of security? |  |  |
| Are personnel assigned to secure the building daily (for example, locking doors and windows and activating security systems)? |  |  |
| Are personnel assigned to check for unauthorized occupants? |  |  |
| Are building keys controlled by a strict sign-out policy and marked "do not duplicate?” |  |  |
| Are locks changed or re-keyed when keys cannot be retrieved? |  |  |
| Are valuable objects and combustible materials securely locked away from sight? |  |  |

3

Arson Prevention Continued

|  |  |  |
| --- | --- | --- |
| **Awareness measures build teamwork and ownership attitudes among members** | **Yes** | **No** |
| Do the police routinely check the premises? |  |  |
| Is a “Property Watch” program in place? |  |  |
| Are staff and members made aware of building use, security and fire prevention measures? |  |  |
| Have neighbors been asked to report any suspicious activity on the property to the police? |  |  |

(Updated 04.13.10)

© 2021 GuideOne Center for Risk Management, LLC. All rights reserved.

This material is for information only and is not intended to provide legal or professional advice.

You are encouraged to consult with your own attorney or other expert consultants for a professional opinion specific to your situation.