**Department Name:** [NAME]

**Facility: [ADDRESS]**

**Physical conditions of facilities and building:**

* Are there posted floor plans on each floor or section, showing location of emergency exits and stairways, fire extinguishers, and smoke alarms? Yes [ ]  No [ ]
* Are all fire doors kept closed? Yes [ ]  No [ ]
* Is the building clean? *Wastebaskets should be emptied regularly. The building should be cleaned regularly (ideally every week).* Yes [ ]  No [ ]
* Are all exits clear of obstacles? Yes [ ]  No [ ]
* Are all the windows shut at night? Yes [ ]  No [ ]
* Are all the outside windows, doors, loading docks or other entry points secure? Yes [ ]  No [ ]
* Are the access control systems, intrusion, and automated alarm systems maintained on a regular basis? Yes [ ]  No [ ]
* Have the emergency exits been checked to make sure they are not locked and there is access in the event of an emergency? Yes [ ]  No [ ]
* Does someone maintain emergency contact numbers and procedures? *(EMS, Fire, and other appropriate first responders internal and external).* Yes [ ]  No [ ]
* Are emergency or security notification systems and procedures maintained? *(For example, “panic” buttons and alarm systems. Testing of these security measures should be performed on a regular basis).*  Yes [ ]  No [ ]
* Have all building inspections records been reviewed so corrective action can be taken to fix any serious “out of code” conditions? Yes [ ]  No [ ]
* Have current building codes been reviewed to ensure codes adequately provide for a safe environment for all types of critical equipment? Yes [ ]  No [ ]
* Are all the equipment rooms that house servers, firewalls and other critical electronic equipment been reviewed to ensure the HVAC system meets safe operational specifications for that equipment? If not, develop a plan to upgrade the HVAC environment. Yes [ ]  No [ ]
* Are there backup copies of unique resources such as building keys, codes, utility specifications, etc. exits and are they stored in an offsite location? Yes [ ]  No [ ]

*Please provide a contact in charge of physical conditions of facilities and building*

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| **Contact Name** | **Contact Number** |
| **NAME** | **NUMBER** |

 **Internal procedures for inspecting fire suppression equipment:**

* Have audible and visual smoke detection/fire alarm devices been installed in all facilities? Yes [ ]  No [ ]
* Have fire extinguishers been inspected regularly to insure that they are charged and operable? Yes [ ]  No [ ]
* Are smoke alarms battery-powered, *units should replace batteries with fresh ones twice a year and keep records of when this is done*? Yes [ ]  No [ ]
* Has the current fire suppression equipment inspection procedures been assessed? *Update procedures as appropriate and implement the new inspection process.* Yes [ ]  No [ ]

*Please provide contact information for personnel in charge of internal procedures for inspecting fire suppression equipment.*

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| **Contact Name** | **Contact Number** |
| **NAME** | **NUMBER** |

**Adequate building & physical security:**

* Are there posted floor plans on each floor or section, showing location of emergency exits and stairways, fire extinguishers, and smoke alarms? Yes [ ]  No [ ]
* Are all fire doors kept closed? Yes [ ]  No [ ]
* Is the building clean? *Wastebaskets should be emptied regularly. The building should be cleaned regularly (ideally every week).* Yes [ ]  No [ ]
* Are all exits clear of obstacles? Yes [ ]  No [ ]
* Are all the windows shut at night? Yes [ ]  No [ ]
* Are all the outside windows, doors, loading docks or other entry points secure? Yes [ ]  No [ ]
* Are the access control systems, intrusion, and automated alarm systems maintained on a regular basis? Yes [ ]  No [ ]
* Have the emergency exits been checked to make sure they are not locked and there is access in the event of an emergency? Yes [ ]  No [ ]
* Does someone maintain emergency contact numbers and procedures? *(EMS, Fire, and other appropriate first responders internal and external).* Yes [ ]  No [ ]
* Are emergency or security notification systems and procedures maintained? *(For example, “panic” buttons and alarm systems. Testing of these security measures should be preformed on a regular basis).*  Yes [ ]  No [ ]
* Is there an established customer service counter and design so that non-employees would have to be “buzzed in” to access interior areas? Yes [ ]  No [ ]
* Have current building codes been reviewed to ensure codes adequately provide for a safe environment for all types of critical equipment? Yes [ ]  No [ ]
* Are all the equipment rooms that house servers, firewalls and other critical electronic equipment been reviewed to ensure the HVAC system meets safe operational specifications for that equipment? If not, develop a plan to upgrade the HVAC environment. Yes [ ]  No [ ]
* Are there backup copies of unique resources such as building keys, codes, utility specifications, etc. exits and are they stored in an offsite location? Yes [ ]  No [ ]
* Have policies and plans for the use of metal detectors been reviewed? *Update the building security plan to provide maximum protection for the facility.* Yes [ ]  No [ ]
* Is there periodic discussion regarding exercise that should be done to test the effectiveness of the security systems, policies, and employees? *Any “gaps” in security identified by these exercises should be addressed by the property manager.* Yes [ ]  No [ ]

*Please provide contact information for personnel in charge of building and physical security*

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| **Contact Name** | **Contact Number** |
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**Adequate backup power supply:**

* Are file servers and critical peripherals and workstations setup with the appropriate power surge protection? Yes [ ]  No [ ]
* Are file servers and critical peripherals and workstations setup with the appropriate UPS (uninterrupted power supply) to protect against unscheduled power outages? Yes [ ]  No [ ]
* Has a plan been developed to implement generators for critical departmental buildings and equipment? *Generators should be sized to enable departmental critical processes and equipment to continue to function in the event of power losses.* Yes [ ]  No [ ] |
* Are there backup copies of unique resources such as building keys, codes, utility specifications, etc. exist and are stored in an offsite location? Yes [ ]  No [ ]

*Please provide contact information for personnel in charge adequate backup power supply*

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| **Contact Name** | **Contact Number** |
|  |  |

**Adequate fire suppression equipment:**

* Have audible and visual smoke detection/fire alarm devices been installed in all facilities? Yes [ ]  No [ ]
* Have fire extinguishers been inspected regularly to insure that they are charged and operable? Yes [ ]  No [ ]
* Are smoke alarms battery-powered, *units should replace batteries with fresh ones twice a year and keep a record of when this is done*? Yes [ ]  No [ ]
* Has the current fire suppression equipment inspection procedures been assessed? *Update procedures as appropriate and implement the new inspection process.* Yes [ ]  No [ ]

*Please provide contact information for personnel in charge of fire suppression equipment.*

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| **Contact Name** | **Contact Number** |
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**Adequate backup communication network (voice/date):**

* Are file servers and critical peripherals and workstations setup with the appropriate power surge protection? Yes [ ]  No [ ]
* Are file servers and critical peripherals and workstations setup with the appropriate UPS (uninterrupted power supply) to protect against unscheduled power outages? Yes [ ]  No [ ]
* Is the alternate communications media maintained? *Such as two-way radios, cell phones, or access to emergency relocation site with communications capability*? Yes [ ]  No [ ]
* Are there adequate computer security measures developed and implemented? *This includes password protection of sensitive and critical applications and data, implementation of firewalls and intrusion detection mechanisms*? Yes [ ]  No [ ]
* Is there adequate computer system connectivity means such as dial up capability, looped or fail over connectivity to eliminate single points of failure for access? Yes [ ]  No [ ]
* Can key employees access appropriate computer systems from their homes? Yes [ ]  No [ ]
* Have gaps been accessed in the interoperability of the jurisdiction’s communications systems? *Develop a long and short term program to mitigate these communication gaps.* Yes [ ]  No [ ]
* Have updates/development of procedures been followed by all emergency departments to used for alternate communications to both other internal departments as well as to organizations outside the jurisdiction? Yes [ ]  No [ ]
* When possible, are firewalls implemented to provide maximum protection from unauthorized access to critical files and data? Yes [ ]  No [ ]
* Are there backup copies of unique resources such as building keys, codes, utility specifications, etc. exist and are stored in an offsite location? Yes [ ]  No [ ]
* Do key personnel have the ability to remotely access computer systems? Yes [ ]  No [ ]
* Is there a comprehensive plan for ensuring remote access of data? *The jurisdiction should ensure that first responders and other key employees have sufficient mobile computing capabilities to perform their critical job functions.* Yes [ ]  No [ ]

*Please provide contact information for personnel in charge of backup communications network (voice/data).*

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| **Contact Name** | **Contact Number** |
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