Demonstration Building Security Preparedness Checklist

Task	Assigned To	Completed
Physical Security		
Clearly define your property line and have a hard copy available for police		
Insure HVAC and generators are in good working order		
Are the exterior air intakes accessible from the street?		
If possible, complete or delay any construction/remodeling that could affect the security environment of your building. This is especially important on the exterior or perimeter		
If you have a parking lot or garage, consider:		
Closing to the public?		
Authorization stickers or tags?		
Tighten up access control?		
Towing agreement?		
Remove or secure exterior objects (tables, chairs, ashtrays, decorative items, planters, bike racks) that could be used to smash windows		
Fully secure any dumpsters to prevent them from being set on fire or pushed away from your building and used illegally		
Consider installing window security film to help prevent windows shattering		
Review and practice locking down your building with little to no advance notice		
Designate primary and alternate means of ingress and egress		
Secure roof top and common elevated patio areas to prevent banner hanging or elevated demonstrations		
Electronic Security		
Review and possibly upgrade your CCTV system		
Are the systems date and time correct?		
Is the system in 100% working order?		
Do you have adequate perimeter and common area surveillance?		
Is the image resolution adequate enough to identify individuals and activities day or night?		
Is your DVR in a secured location?		
Do you have adequate recording time?		
Is your staff fully trained on how to operate the system?		
Do you need to have trained staff monitoring the system real time?		
Review and possibly upgrade your access control system		
Review and possibly upgrade your fire life safety systems		
Are all components in 100% working order?		
Does your staff understand the system and capable of responding?		
Tenant/Resident/Staff		
Identify any tenants or residents that may be targets for demonstrators		

Communications is one of the most important elements. Have more than one (three suggested) methods of communicating with your staff, tenants or residents. Have extra batteries, if required.
    Cell phone
    Radio		

Task	Assigned To	Completed

Text messaging
    Email
    Social media		

Be prepared to monitor and stay abreast of what is happening. Have more than one means of receiving current information.
    Television news
    Internet updates
    Text alerts from Notify Chicago—register at www.alertchicago.com
    Social media access		

Cross train your staff, so they could fill in for one another		
Train staff in dealing with aggressive individuals		
Practice or review to possibly shelter in place		
Have bottled water, food, flashlights and first aid kits available		
Make sure tenant or resident contact information is up-to-date		
Update access control cards or key fobs as needed		
Cancel all access cards issued and not authorized or in use		
Photo identification for authorized individuals should be up-to date		
Know who is in your building, especially after business hours		
Consider requiring all building visitors and guests to register and provide photo identification		
Vendor/Contractor		
Review and confirm the availability of your emergency vendors		
Security		
Engineers		
Cleaning		
Board Up Services		
Maintenance		
Review and possibly increase or add more trained security officers beginning before and continuing after the event		
Policy & Procedures		
Register your building with Chicago's Public and Private Partnership (CP3) CP3 provides vital information to First Responders, assisting them with a more timely response to your building, in case of emergency. You can register at www.preparedchicago.com.		
Photograph or video your building for insurance purposes.		

Designate an individual(s) to act as the spokesperson for:
    Emergency and first responders
    Demonstrators requesting access to your building
    Media representatives		

Consider performing "counter surveillance" to determine if your building is being surveiled		
Know what is happening around the corner or down the block		
Are groups forming nearby? What's their demeanor?		
Are there situations or responses in progress that could affect you?		
Make sure your security staff fully understands the use of force and detention laws and building policy		
Be prepared to video any demonstrations or activities that may violate your		

Task	Assigned To	Completed
building policy		
If damage does happen, photograph or video the damage for insurance and prosecution purposes		

Review the following:
    Emergency Response Plan
    Business Continuity Plan
    Insurance coverage		

Encourage participation and enjoyment in the planned, public summit events. Who knows when the opportunity may repeat itself?		

How many and which of these items apply to you depends on your proximity to the demonstrations, building type (government, financial, residential) and perceived vulnerability by attention seeking demonstrators or opportunists. Every building is different. This list should not be considered as all inclusive. It is a guideline for conducting a physical risk assessment and point of dialogue with your team and security vendor.