



Operation Over-Watch



VESTAVIA HILLS

1032 Montgomery Hwy

Vestavia Hills, AL 35216

205-823-1153 Police & Fire Dispatch

BUSINESS INFORMATION

Name:					Survey Date:			
Address:			City:	VESTAVIA HILLS	State:	AL	Zip:	
Contact Name:					Phone 1:			
Email Address:					Phone 2:			

LANDSCAPING & EXTERIOR GATES

YES	NO	SECURITY POINT
		IS THE BUSINESS NAME AND ADDRESS CLEARLY VISIBLE FROM THE ROAD?
Recommendation		
		ARE ALL GATES OR FENCES LOCKED WITH A QUALITY OUTDOOR LOCK?
Recommendation		
		IS ALL OUTSIDE BUSINESS EQUIPMENT SECURED IN A FENCED-IN AREA?
Recommendation		
		ARE ALL BUSHES, SHRUBS, AND TREES TRIMMED TO PROVIDE VISIBILITY TO ALL WALKWAYS, DOORS, AND WINDOWS?
Recommendation		
		ARE ALL TREE BRANCHES CUT BACK TO PREVENT ACCESS TO SECOND FLOOR WINDOWS?
Recommendation		
COMMENTS		



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LIGHTING

YES	NO	SECURITY POINT
		ARE A SUFFICIENT NUMBER OF INTERIOR LIGHTS BURNING AFTER HOURS TO DISCOURAGE BURGLARS?
Recommendation		
		ARE EXTERIOR FLOODLIGHTS OR SIMILAR LIGHTING ILLUMINATING ALL SIDES OF THE BUILDING AT NIGHT?
Recommendation		
		IS THE PARKING LOT ILLUMINATED WITH LIGHTS?
Recommendation		
		ARE FLASHLIGHTS AND FRESH BATTERIES AVAILABLE IN CASE OF ELECTRICAL FAILURES?
Recommendation		
		ARE BATTERY OPERATED EMERGENCY EXIT LIGHTS INSTALLED ABOVE ALL EXTERIOR DOORS OF THE BUILDING?
Recommendation		
COMMENTS		

DOORS AND LOCKS

YES	NO	SECURITY POINT
		DO ALL EXTERIOR DOORS HAVE GOOD QUALITY DEADBOLT LOCKS WITH NO LESS THAN A 1" THROW?
Recommendation		
		ARE ALL LATCH-STRIKE PLATES ON EXTERIOR DOORS SECURED WITH AT LEAST A 3" SCREWS?
Recommendation		
		DO EXTERIOR DOORS HAVE THUMB LATCHES INSTALLED?
Recommendation		
		DO EXTERIOR DOORS WITHOUT GLASS HAVE A WIDE-ANGLE DOOR-VIEWER INSTALLED?
Recommendation		
		ARE ALL EXTERIOR DOORS CONSTRUCTED OF SOLID WOOD OR STRONG METAL OR APPROPRIATE STORE-FRONT GLASS?
Recommendation		
		ARE LOCKS CHANGED WHEN A DISGRUNTLED EMPLOYEE IS DISMISSED OR QUILTS?
Recommendation		
		IS THE AUTOMATIC, OVERHEAD GARAGE DOOR EQUIPPED WITH A "ROLLING CODE" TO FOIL "CODE GRABBERS"?
Recommendation		
		IS THE MANUAL, OVERHEAD GARAGE DOOR EQUIPPED WITH GOOD, QUALITY PADLOCKS ON BOTH SIDES OF THE DOOR?
Recommendation		



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		DOES THE DOOR LEADING FROM THE GARAGE HAVE A GOOD, QAULITY DEADBOLT INSTALLED?
Recommendation		
		ARE KEYS CONTROLLED?
Recommendation		
COMMENTS		

WINDOWS		
YES	NO	SECURITY POINT
		ARE WINDOWS LOCKED PRIOR TO BUSINESS CLOSING?
Recommendation		
		ARE GOOD QUALITY LOCKS INSTALLED ON ALL EXTERIOR WINDOWS?
Recommendation		
		ARE ALL OF THE EXTERIOR WINDOWS IN PLAIN SIGHT AND NOT HIDDEN BEHIND SHRUBBERY OR TREES?
Recommendation		
		IS THE BUSINESS EXTERIOR FREE FROM ANY ITEM THAT WOULD ALLOW ACCESS TO SECOND FLOOR WINDOWS? (EX: LADDERS)
Recommendation		
		ARE STOREFRONT WINDOWS UNOBSTRUCTED?
Recommendation		
		DO ALL OF THE EXTERIOR WINDOWS HAVE ALARM SYSTEM ACTIVATION CONTACTS?
Recommendation		
COMMENTS		

SMOKE & BURGLAR ALARMS		
YES	NO	SECURITY POINT
		IS THERE AT LEAST ONE SMOKE ALARM INSTALLED ON EVERY FLOOR?
Recommendation		
		ARE THE BATTERIES IN EACH OF THE SMOKE ALARMS REPLACED ON A REGULAR BASIS?
Recommendation		**WE RECOMMEND CHANGING BATTERIES WHEN THE TIME CHANGES.
		IS THE ALARM SYSTEM CONTRACTED BY A REPUTABLE COMPANY? IF SO. WHO:
Recommendation		
		IS THE MONITORING OF THE ALARM SYSTEM CAPABLE OF INTRUSION, ROBBERY, & FIRE?
Recommendation		
		HAS THE ALARM COMPANY BEEN INSTRUCTED TO NOTIFY THE POLICE BEFORE THEY CALL THE CONTACT PERSON?
Recommendation		



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	IS THE ALARM SYSTEM TESTED AND SERVICED BY A TECHNICIAN ON A REGULAR BASIS?
COMMENTS	** IF ALARM TEST IS CONDUCTED, PLACE RESULTS ON BACK PAGE.

SURVEILLANCE SYSTEMS

YES	NO	SECURITY POINT
		IS THE CAMERA RECORDING SYSTEM OPERATING PROPERLY?
Recommendation		
		HOW IS THE SURVEILLANCE DATA STORED? (DIGITAL, ANALOG, OR CLOUD BASED)
		ARE THERE CAMERAS ON THE EXTERIOR OF THE BUILDING?
Recommendation		
		ARE THERE CAMERAS POSITIONED TOWARDS THE ENTRANCES OF THE BUILDING?
Recommendation		
		ARE THERE CAMERAS POSITIONED TOWARD THE CASH REGISTER?
Recommendation		
		ARE APPROPRIATE EMPLOYEES PROPERLY TRAINED IN THE USE OF SURVEILLANCE?
Recommendation		
COMMENTS		

FIRST – AID

YES	NO	SECURITY POINT
		ARE FIRST-AID KITS AVAILABLE FOR BOTH EMPLOYEES AND VISITORS?
Recommendation		
		DO ALL EMPLOYEES KNOW WHERE TO LOCATE AND HOW TO USE THE FIRST-AID KITS?
Recommendation		
		DO ALL EMPLOYEES KNOW BASIC LIFE-SAVING TECHNIQUES, SUCH AS CPR AND THE HEIMLICH MANEUVER?
Recommendation		
		IS THERE AN AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) AT THE BUSINESS?
Recommendation		
COMMENTS		



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FIRE EXTINGUISHERS

<i>YES</i>	<i>NO</i>	<i>SECURITY POINT</i>
		IS THERE AT LEAST ONE FIRE EXTINGUISHER IN THE BUSINESS?
Recommendation		
		ARE THE FIRE EXTINGUISHERS CHARGED AND CURRENT?
Recommendation		
		IS THE LOCATION OF THE FIRE EXTINGUISHERS CLEARLY MARKED?
Recommendation		
		DO THE EMPLOYEES KNOW WHERE THE FIRE EXTINGUISHERS ARE KEPT?
Recommendation		
		DO THE EMPLOYEES KNOW HOW TO OPERATE THE FIRE EXTINGUISHERS?
Recommendation		
COMMENTS		

TELEPHONES

<i>YES</i>	<i>NO</i>	<i>SECURITY POINT</i>
		ARE TELEPHONES EASILY ACCESSIBLE THROUGHOUT THE FACILITY?
Recommendation		
		ARE THE NUMBERS FOR POLICE, FIRE, GAS AND ELECTRIC (OTHER THAN 911) NEAR EVERY PHONE?
Recommendation		
		IS THERE A CELL PHONE AVAILABLE IN CASE OF EMERGENCY, SUCH AS A POWER OUTAGE OR AN INTENTIONAL LINE CUT?
Recommendation		
		IS CALLER ID INSTALLED FOR OBSCENE CALLS OR BOMB THREATS?
Recommendation		
COMMENTS		

EMERGENCY PLANS

<i>YES</i>	<i>NO</i>	<i>SECURITY POINT</i>
		IS THERE AN EVACUATION PLAN ESTABLISHED IN CASE OF A FIRE OR OTHER EMERGENCY? IS THERE A RALLY POINT?
Recommendation		
		ARE ALL EMPLOYEES AWARE OF THE EMERGENCY PLANS?
Recommendation		
		IS THERE AN ESTABLISHED SAFETY ZONE WITHIN THE BUSINESS FOR A TORNADO OR SERIOUS STORM?



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Recommendation	
	IS THERE A PLAN ESTABLISHED TO ASSIST HANDICAPPED PEOPLE IN THE EVENT OF AN EMERGENCY OR EVACUATION?
Recommendation	
	HAS A CONTACT PHONE LIST BEEN PROVIDED TO THE POLICE IN CASE OF AN EMERGENCY? (YOU CAN UPDATE YOUR BUSINESS INFORMATION AT WWW.VESTAVIAHILLSPOLICE.COM)
COMMENTS	

EMPLOYEE SAFETY

YES	NO	SECURITY POINT
		DO EMPLOYEES CHECK THE OUTSIDE OF THE BUSINESS FOR STRANGERS BEFORE ENTERING OR LEAVING?
Recommendation		
		DO EMPLOYEES CHECK THE INSIDE OF THEIR CARS BEFORE ENTERING THEM TO GO HOME?
Recommendation		
		IS THERE AN ESTABLISHED SECRET PHRASE OR PASSWORD TO ALERT OTHER EMPLOYEES OF SOMETHING SUSPICIOUS?
Recommendation		
		ARE THE EMPLOYEES INSTRUCTED TO CALL THE POLICE FIRST WHENEVER SOMETHING DOESN'T LOOK RIGHT TO THEM?
Recommendation		
		ARE EMPLOYEES INSTRUCTED TO RUN, FIGHT, HIDE?
Recommendation		
		IS THE BUSINESS NAME AND ADDRESS CLEARLY VISIBLE FROM THE STREET?
Recommendation		
		DO EMPLOYEES KEEP THEIR PERSONAL CARS LOCKED WITH VALUABLES HIDDEN FROM VIEW?
Recommendation		
COMMENTS		

**FOR QUESTIONS ABOUT THIS SURVEY CALL
CORPORAL SHANE WARE AT 205-978-0119.**



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ADDITIONAL COMMENTS / NOTES

SURVEY COMPLETED BY:		DATE:	
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