

## ***RESIDENTIAL SECURITY CHECKLIST***

Answer the following questions using the template below. Additional notes are enclosed to clarify the security points.

		Yes	No
<b>NEIGHBORHOOD</b>			
1	Do you know at least one of your neighbors?		
2	Do any NGO colleagues live in your area?		
3	Do you live on a two-way paved and well-maintained street?		
4	Do you live on a dead-end street?		
5	Are there several roads into or out of the neighborhood?		
6	Is your street a high-traffic or pedestrian route?		
7	Is there a history of crime in your neighborhood?		
8	Are the streets well lighted at night?		
9	Is there a major transportation station across the street or near your house?		
10	Is there a fire station within 5 minutes drive of your home?		
11	Is there a police station in your neighborhood?		
12	Are there any host government officials or ministers living in your area?		
13	Are you located near a university, opposition party office, or newspaper?		
<b>EXTERIOR</b>			
1	Are all gates and doors kept locked and keys in your control?		
2	Do you have a means to control access to your residence?		
3	Do you employ trained guards?		
4	Are guards' duties clearly defined and understood?		
5	Is your residence enclosed by a solid perimeter wall?		
6	Are there any trees, poles, or out buildings close to the walls?		
7	Is the compound kept free of brush and debris?		
8	Are the premises/stairwells well lighted?		
9	Do you have a dog?		
<b>DOORS</b>			
1	Are doors made of solid core (wood or metal) construction?		
2	Are exterior locks cylinder-type?		
3	Are doors equipped with dead bolt locks?		
4	Are all locks securely mounted?		
5	Can all exterior doors –terrace, porch, balcony, basement– be securely locked?		
6	Are there windows or soft door panels that when broken gain access to locks?		
7	Does anyone besides your immediate family have keys to your residence?		
8	Are unused doors permanently secured?		
9	Do you hide a main door spare key under a mat or flower pot nearby?		
10	Do you have a peephole, video monitor or interview grille at main door?		
11	Are padlocks locked in place when doors are unlocked?		
12	Are padlock hasps securely installed so that screws cannot be removed?		
<b>WINDOWS</b>			
1	Are all first floor windows protected with grilles?		
2	Are any window grilles hinged so as to be opened from inside?		

3	Are unused windows permanently secured and sealed?		
4	Are all windows securely mounted?		
5	Will breaking the glass give access to window locks?		
6	Are sliding glass doors secured with a “track lock”?		
7	Can upper story windows be easily accessed?		
8	Do any windows offer view of main entrance or street?		
	<b>INTERIOR</b>		
1	Is there a lockable, secure room where you can retreat from danger?		
2	Are tools and equipment kept in a secure place?		
3	Do you keep your cash and valuables in a secure place?		
4	Do you have a list of serial numbers for valuable appliances (laptop, stereo, TV)?		
5	Do you maintain a property inventory? Photographs?		
6	Are valuables properly described or photographed?		
7	Are valuables on display in common areas of the residence?		
8	Do you receive mail/deliveries at home?		
9	Have you developed procedures and guidance for family/workers in the event of a break-in or burglary?		
10	Have you posted the emergency contact information of police, fire, hospital, etc?		
11	Does your residence have an evacuation plan and outside meeting point?		
12	Have you checked the references and health history of your domestic workers?		
	<b>SECURITY EQUIPMENT</b>		
1	Are fire extinguishers located around the residence?		
2	Has the fire fighting equipment been inspected or charged in the last year?		
3	Do all residents and workers know how to use fire fighting equipment?		
4	Are smoke detectors installed throughout the residence?		
5	Are batteries tested and changed regularly?		
6	Do you have a cell phone or handheld radio and spare batteries in the bedroom?		
7	Have you installed caller identification?		
8	Have you installed an alarm system?		
9	Do you shred all personal documents before discarding?		

## Notes:

### Neighborhood

1. Having good relationships with neighbors will help build trust and higher vigilance.
2. Same as above.
3. Provides easy access and egress.
4. Lack of egress can reduce options for escape or evacuation.
5. Faster access to the area for emergency services, and faster evacuation opportunities.
6. Too much traffic may provide cover and opportunity for criminal surveillance.
7. You can find out from local police or see what anti-crime measures are employed by neighbors.
8. Better lighting less crime. Motion detector lights are effective.
9. Stations offer anonymous and quick escape opportunities for criminals and introduce strangers to the neighborhood.

10. The closer the station the quicker the response.
11. Provided the police are effective, this can be a good resource. If police stations are targeted for attack then the opposite is true.
12. Similarly, officials often have regular security patrols, but in some cases might be targeted for attack.
13. These are places that may be targeted for attack or are the source of dissent and protest.

### **Exterior**

1. Spare keys can easily find their way into the wrong hands.
2. Guests, visitors, delivery personnel and others should be cleared before entry.
3. Guards who are well-trained, well-equipped and well-supervised offer the best protection.
4. Clear statement of duties and expectations improves performance and reduces misunderstanding.
5. Walls should be made of solid material and at least 2 meters high. Some walls are topped with broken glass or razor wire – look to your neighbors for what is most appropriate.
6. Thieves can improvise many things to scale the walls.
7. Open space and clear lines of sight make it difficult for thieves to hide.
8. Better lighting less crime. Motion detector lights are effective.
9. A large dog with a sense of territory and hearty bark can be an effective deterrent.

### **Doors**

1. Solid wood or metal doors are superior to hollow core doors especially for exterior doors.
2. Cylinder locks are embedded in the door and difficult to pry off.
3. Dead bolt locks make jimmying and prying difficult.
4. A lock is only as strong as the mounting. Weak screws and soft materials make even the strongest lock useless.
5. Be sure to check all doors leading to the outside – thieves will.
6. Check if by breaking a window or soft panel a thief might reach inside and unlock door.
7. Spare keys may be in possession of previous tenants, house staff, landlord, etc. If you're not sure change the locks.
8. Seasonal doors or those seldom used can be nailed shut or secured with a bar.
9. This is always a bad idea.
10. Knowing who is at the door before opening it avoids surprises.
11. This prevents someone from replacing the padlock with their own, allowing them access later on.
12. A lock is only as strong as the mounting.

### **Windows**

1. Any space larger than 96 sq. in. should be protected.
2. In case of fire or other emergency, window grilles should have emergency release.
3. If portions of the residence are unused secure/seal windows permanently.
4. Inspect mountings for firmness, termite damage, rot. Secure/replace as needed.
5. Thieves should not be able to reach through grilles and successfully open window.
6. Sliding glass doors are a common point of entry for intruders. Wedge a steel bar or even a mop handle in the door track.
7. Be sure architecture or things lying around make it easy for intruders to climb to the upper story windows.
8. With a clear view one can observe street activity and identify visitors. Be sure to install curtains to protect privacy.

## **Interior**

1. A “safe room” offers a secure place to retreat until help can be summoned. This room is often the master bedroom and has a panic button to activate the burglar alarm. It should also have a telephone, and a cellular phone. Retreating to this room should buy you a few minutes of safety while you call the police.
2. Thieves often use tools found on the premises to gain entry to residences.
3. Leaving valuables in the open attracts attention and may tempt opportunistic thieves.
4. Having access to a list of serial numbers helps in recovery of property, making insurance claims and accessing warranty provisions.
5. The property inventory will help make insurance claims in the event of theft or recovery claims in the event of destruction of property or recovery after an evacuation.
6. See 4 and 5 above.
7. See 3 above.
8. Delivering mail and packages may be exploited by thieves to gain entry to residential compound. Treat your home address as sensitive information, and only give it out to trusted friends and colleagues.
9. Everyone should understand that property can be replaced and that the best course of action is to cooperate and survive.
10. During a critical event important information should be up-to-date and readily available.
11. Family members and household staff should know procedures, exit points and where to seek assistance in the event of a critical situation. Conduct drills periodically.
12. Domestic staff and household workers will have access to personal property and information and should be checked for family connections, past work experience, medical history.

## **Security Equipment**

1. Fire extinguishers should be placed strategically - one per floor and one in the kitchen.
2. Fire extinguishers should be tested and refilled annually.
3. Everyone in the residence should demonstrate hands-on ability to properly use fire extinguisher. A good time to practice is just before annual inspection.
4. Smoke detectors and CO monitors (where appropriate) are cheap and effective means to warn of unhealthy levels of smoke or carbon monoxide.
5. Many house fire fatalities result from the batteries in smoke detectors having been removed or expired. Batteries should be replaced annually.
6. Quick access to communications is key to effective response in an emergency.
7. Thieves or others may probe by making calls to determine your location, engage in harassment, etc. Caller ID may help identify unwanted callers and provide information to law enforcement personnel.
8. Alarm systems can be engaged in the evenings or when the residence is unoccupied. Some alarms are activated at the sight to warn residents and scare off intruders; others are connected to police or other security response personnel.
9. Those conducting surveillance for the purpose of criminal targeting seek information through rummaging through household refuse. Shred all documents that bear personal information.