**LHSC Personal Security Review**

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| **Building:** |  | **Date:** |  |
| **Inspector(s):** |  |

**This inspection form is intended to provide UBC- Vancouver Campus Faculty and staff with an overview of the level of personal safety inside and outside of their buildings of responsibility. Corrective actions that are unable to be resolved by either UBC Building Operations (604-822-2173) and/or the LHSC should be forwarded to Campus Security (604-822-2222) for review.**

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| **Monthly Review** | **Yes** | **No** | **N/A** | **\*A/B/C** |
| **Outdoor**  |
| 1. **Are all entrances and exits visible from a distance and well-lit in the early morning/evening?**

*Well lit visible entrances/exits increases natural surveillance and increase personal security* |[ ] [ ] [ ]   |
| 1. **Does the building landscaping create potential hiding places near doors, windows, walkways, and other vulnerable areas?**

*Low shrubbery reduces hiding areas and increases natural surveillance* |[ ] [ ] [ ]   |
| 1. **Are trees and vegetation kept trimmed to prevent them from interfering with lighting and visibility?**

*As trees grow they can block lighting sources and reduce lighting levels (spring/summer)* |[ ] [ ] [ ]   |
| 1. **Is there consistent lighting around the building?**

*Inconsistent lighting creates dark areas that reduce your ability to properly view your surroundings. Inspect lighting fixture for cleanliness to ensure full efficacy of the light source.* |[ ] [ ] [ ]   |
| 1. **Have all exterior doors been checked to ensure that they self-lock after building closing hours?**

*Especially important to check around daylight savings time* |[ ] [ ] [ ]   |
| 1. **Are there any loose non-decorative rocks, bricks or door wedges near exterior doors that could be used to prop doors open after hours.**
 |[ ] [ ] [ ]   |
| 1. **Are there any outdoor enclosures (e.g. dumpsters and trash areas) that could create any unnecessary blind spots or hiding areas?**
 |[ ] [ ] [ ]   |
| **Indoor** |
| 1. **Are any lights not operational?**

*Check stairwells, hallways and entry/exit areas.* |[ ] [ ] [ ]   |
| 1. **Have staff on the first floor or ground level been advised to secure windows and draw blinds at the end of the day?**

*This can help to deter opportunistic criminal activity* |[ ] [ ] [ ]   |
| 1. **Are there any malfunctioning doors and windows that require service?**
 |[ ] [ ] [ ]   |
| 1. **Are doors and windows alarmed?**

If not, determine the security level needed for the area. (Is there evidence that supports the necessity of installing an alarm system?) |[ ] [ ] [ ]   |
| 1. **Are the building hours posted at entrances?**
 |[ ] [ ] [ ]   |
| 1. **Are there any unlocked unoccupied rooms or crawl spaces?**

*These rooms should be locked as they could be used as hiding areas* |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Annual Review** | **Yes** | **No** | **N/A** | **\*A/B/C** |
| **Indoor/Outdoor** |
| 1. **Are there any hiding places at the end of the stairwells?**

*Avoid having any hidden dark areas where people can hide.* |[ ] [ ] [ ]   |
| 1. **Annual fall/winter communication sent reminding Faculty and staff to ensure their daily walking routes are safe and well-lit.**

*The AMS Safewalk (2-5355) or a Buddy System can provide a safer walk to your bus stop, car, etc.*  | [ ]  | [ ]  | [ ]  |  |
| 1. **Is emergency assistance outside of your building accessible if a cell phone is not available?**
 | [ ]  | [ ]  | [ ]  |  |
| **If so, please indicate type of assistance: (e.g. Location of nearest Blue Phone)** |  |  |
| **Access and Information** |
| 1. **In general, are building occupants aware that they are to carry UBC staff/student identification?**
 |[ ] [ ] [ ]   |
| 1. **Are there procedures in place for faculty and staff who are working alone?**

*Contact Risk Management Services (2-2029) to assist with the development of Working Alone Procedures for your area.* |[ ] [ ] [ ]   |
| 1. **Are building occupants aware of procedures and numbers to call in the event of a personal security issue?**

*Questions and information-UBC Campus Security (2-2222),* *Emergency-RCMP (911)* |[ ] [ ] [ ]   |

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| **Corrective Action Summary (CAS)** |
| **Item #** | **Provide description and location and Possible Corrective Action(s)** | **Responsible Person(s)** | **Expected Date of Completion** | **Date Complete** |
| #10 | **Example:** Door to room 413 has been damaged and will not close. It is empty and does not contain any items with personal information or expensive equipment. From 8:00 am to 4:30 pm the room is publicly accessible to the public and potentially could be used as a hiding place.**Corrective Action:** Contact BOPS Service Centre (2-2173) and obtain service request ticket for door to be repaired and locked. | JB | Within one weekDate: mm/dd/yy( Priority B\*) | TBA |
|  |  |  |  |  |

**\* Priority Table**

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| **Level of Noncompliance Item** | **Timeline for Completion of Corrective Action** | **Timeline for Follow Up Inspection** |
| **A** | **Immediately** | **Within 1-2 days** |
| **B** | **As soon as possible** | **Within 1 week** |
| **C** | **As soon as possible** | **Next regular inspection or further investigation required** |

**Inspected by:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  |  **Signature:** |  |
| **Name:** |  |  **Signature:** |  |