



Are You prepared or Are You at Risk at Your Properties

A Presentation Prepared for BOMA
by Tom Lekan CPP

Presentation Objectives

- ▶ Learning the value of security and loss prevention analysis and assessment.
- ▶ Deciding the areas that place you at risk and mitigation of those risks.
- ▶ Understanding of the areas that place you in a difficult position with attorneys during litigation.
- ▶ How to conduct a security or loss prevention assessment yourself.
- ▶ The importance of a well trained and competent security staff.
- ▶ Modern technology to enhance your security.

The value of Security and Loss Prevention Analysis

- ▶ Practical and functional necessary components of a survey, you must understand your risks.
- ▶ The person doing the survey must know what they are looking for and understand premise security.
- ▶ You must “inspect” rather than “accept” what others or staff say is being done or is accurate such as a policy or procedure.
- ▶ You must think like a lawyer with an expert in premise security who has filed a law suit because something happened at your property.
- ▶ Like what happened??



Getting Started

1. How complex is the environment. Is it a high rise building or is it an apartment complex or a nursing home, or somewhere in between?
2. Describe the facility. Where is it...the type of neighborhood...crime rate...environmental hazard issues. Is it in a place where something bad can happen?
3. Understanding the value of a CapRisk Report.
4. Who are your neighbors and do they present a greater vulnerability because of the type of business?
5. Getting information from the crime prevention unit of the local Police.



Access Control in General

1. Electronic methods like card access control.
2. Sign in sheets or visitor badges issued by security officers.
3. Describe control of access of the main entrance or public entrance and how the visitors and tenants access the building or facility; is it adequate?
4. Key control is needed without electronic or coded locks
5. Controls like turnstiles or anti-pass back features.
6. You don't know, find out!



Evaluating the security staff



- ▶ Does the facility employ security officers? Are they contract or your security or maintenance employees?
- 1. How effective is the security staff at controlling losses, visitor and tenant access?
- 2. Do they look good? Are right for your property?
- 3. What are they paid, how are they chosen, what training do they have and do they get training regularly?
- 4. What training do you provide, do you have post orders?
- 5. Do they follow procedures, do they follow post orders?
- 6. Do you have an agreement that is detailed if you have a contract staff?

Procedures, Policies, and Controls

- ▶ Gather the policies and procedures and determine if they are current and apply. Don't borrow someone else's policies please!
- ▶ Have they been updated or revised, is the date of revision noted? Is the person that revised them noted?
- ▶ Read it and see if it make sense to you and your property.
 1. Is it effective and is it followed by who it is directed to?
 2. Could they pass scrutiny from the a person like a lawyer?
 3. Are they in writing?



If you own a property but don't manage it

- ▶ Will it pass the assessment you just listened to?
Does the building have security features?
- ▶ Does the building present a risk to visitors or tenants of employees?
- ▶ Does it have adequate access control, security devices, policies and procedures, cleaning staff, or does it have locking and security hardware deficiencies?
- ▶ Does the management have a plan to protect the tenants space and for disasters?

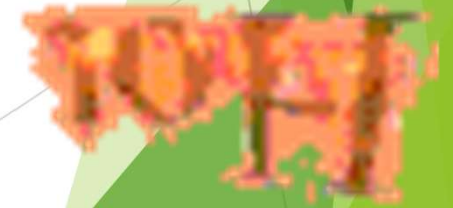
Other thoughts

- ▶ Do you Control access of vendors and contractors and visitors? Do you have safe work rules or purchase order language to protect you?
- ▶ Do have Control of access card and keys. How do you account for lost cards or keys and employees who leave or are terminated?
- ▶ How is access granted? How is access approved and how is this documented? Is it by need or title?
- ▶ Do you provide educational materials for your employees, tenants, renters, and contractors regarding safety and security and what to do in an emergency?
- ▶ Today you must consider a workplace incident like a shooter or other violence in or near your facility, are you prepared?



Other areas of review

- ▶ Employee background procedures, especially those with access to the tenants, employees, or renters.
- ▶ Do you really test and document? Do you document your tests and reviews of security, safety, and emergency planning?
- ▶ Do you correct what is wrong?
- ▶ Do you monitor your systems ?
- ▶ Are you ready?



Materials and References

- ▶ Lots of survey documents out there, pick the one that fits your environment.
- ▶ There is documents that guide you through a review from ASIS International. You should have a copy of the book, *Crime Prevention Through Environmental Design*, and read it.
- ▶ BOMA membership is well worth it!
- ▶ Always keep in mind how you will appear to others if you overlook a vulnerability or just ignore an obvious threat.

Discussion and Final Comments.....

