

SAMPLE SECURITY ASSESSMENT

Client Name: Sample Company Facility Location: Anytown USA

J. J. Keller® Security Assessment Delivers Actionable Insight to Reduce Physical Security Risk

This sample report demonstrates the format, level of detail, and actionable guidance included in a full Workplace Site Security Assessment from J. J. Keller & Associates. Your actual report will be customized to your facilities, operations, and risk profile, and will include additional observations, photographs, and prioritized recommendations.

EXECUTIVE SUMMARY

J. J. Keller & Associates, Inc. (J. J. Keller) conducted a comprehensive physical security assessment of two **[CLIENT NAME]** campuses on **[DATE]**, to evaluate current security measures, identify vulnerabilities, and provide actionable recommendations for enhancing overall safety. The assessment focused on physical security, access control, surveillance, emergency preparedness, and alignment with industry best practices.

The assessment included a detailed review of existing security policies, emergency response plans, perimeter controls, access control systems, surveillance infrastructure, staffing, training, and daily operational safety practices. The site was evaluated through document reviews, interviews, and physical walkthroughs to ensure a comprehensive understanding of current security postures.

Findings from this assessment provide a clear roadmap for continued enhancement of safety and security programs. The recommendations are designed to support a proactive, layered security approach that reduces risk, strengthens emergency readiness, and helps ensure the continued safety of staff and visitors.



A comprehensive walkthrough helps identify real world vulnerabilities that may not be documented in written procedures.

FINDINGS AND RECOMMENDATIONS

The assessment observations identified within this report are recommended to be an extension of the organization's ongoing internal safety/security management and monitoring process. The observations were acquired during the physical walkthrough and are documented with the applicable reference or notation of best practice considerations.

Pedestrian Gate Badge Access

FINDING

- Interior pedestrian gate badge reader is not operating properly.

RECOMMENDATION

- Troubleshoot and repair badge access.
- Conduct twice weekly gate function checks until reliability is confirmed.
- Add gate maintenance to the security technician checklist.

Vehicle Access Issue – Blue Minivan Incident

FINDING

- A blue minivan was waved through without verification.

RECOMMENDATION

- Reinforce guard training on mandatory vehicle verification.
- Implement a "No Exceptions" policy for vehicle checks.
- Install improved signage indicating verification requirements.

Key Control

FINDING

- No centralized key control box or tracking system.

RECOMMENDATION

- Install a secure, logged key control cabinet with controlled access.
- Implement sign in/out logs or electronic key tracking.
- Audit key inventory quarterly.

Emergency/Operations Plan (EOP)

FINDING

- EOP exists but is outdated.

RECOMMENDATION

- Update the EOP to reflect current staffing, technology, reunification procedures, and campus layout.
- Conduct annual reviews and update after drills or major changes.
- Train all personnel on revisions and maintain version-control tracking.



Clear findings and recommendations help you prioritize corrective actions that reduce risk.

Perimeter Fence Integrity – Chain Link Fence Damage

FINDING

- Multiple holes were identified in the perimeter chain link fence, creating potential unauthorized entry points and reducing the overall effectiveness of the campus security boundary.

RECOMMENDATION

- Repair or replace all damaged sections of the chain link fence to restore full perimeter integrity.
- Conduct a full perimeter inspection to identify any additional weak points or emerging damage.
- Add perimeter fence checks to the routine security and grounds maintenance schedule to ensure ongoing integrity.
- Consider reinforcing high risk sections with heavier gauge fencing or vegetative barriers to deter tampering.

Door Security – Unsecured Classroom and Non Classroom Doors

FINDING

- Multiple doors were found unlocked or propped open, creating potential unauthorized access points and weakening overall campus security.

RECOMMENDATION

- Reinforce a strict “doors closed and locked” policy for all instructional and non instructional spaces.
- Provide staff reminders and periodic training emphasizing door security expectations.
- Conduct random security sweeps to verify compliance and address recurring issues promptly.
- Install door closure hardware or alarms where appropriate to prevent propping and ensure automatic closure.

Side Gate Security – Gate to Church Parking Lot Left Open

FINDING

- A nighttime security check at [TIME] on [DATE] revealed that a side gate leading to the north parking lot was left open and unattended, creating a potential unauthorized access point during non school hours.

RECOMMENDATION

- Ensure the side gate is included in all scheduled security rounds, particularly during evening and nighttime checks.
- Install clear signage indicating that the gate must remain closed and secured when not in active use.
- Evaluate whether an automatic closing mechanism or alarmed hardware is needed to prevent the gate from being left open.
- Reinforce expectations with staff and security personnel regarding after hours perimeter security protocols.



Findings are accompanied by facility photos (as applicable) for easy identification.

APPENDIX A

POLICY REVISION RECOMMENDATIONS

During the site security assessment, J. J. Keller consultants evaluated written programs, operational controls, and on site practices to understand how security expectations were established, communicated, and maintained across the organization. Review areas included, but were not limited to, the following:

Security Governance and Oversight

- Roles and responsibilities for security leadership and decision making
- Use of role based titles versus individual names within procedures
- Documentation and accountability for security related decisions

Access Control and Visitor Management

- Visitor check in and verification procedures
- Badge issuance, differentiation, and expiration practices
- Processes for managing vendors, contractors, volunteers, and temporary personnel
- Controls to prevent tailgating and unauthorized entry

Perimeter and Facility Security

- Physical barriers such as fencing, gates, doors, and lighting
- Procedures for securing doors, gates, and restricted areas
- Monitoring of exterior and interior access points



Appendix outlines recommended policy revisions designed to strengthen site security and support consistent, effective security practices.

Surveillance and Monitoring

- Camera placement, coverage, and visibility
- Monitoring practices and response expectations
- Documentation and retention considerations

Emergency Preparedness and Response

- Emergency Operations Plan (EOP) structure and alignment with site operations
- Lockdown, shelter in place, evacuation, and reunification concepts
- Communication protocols during drills and actual events

Training and Awareness

- Security expectations for staff, faculty, and leadership
- Orientation and onboarding practices for non employees
- Ongoing training, refreshers, and documentation practices

Incident Reporting and Response

- Procedures for reporting suspicious activity or security concerns
- Use of anonymous reporting tools or tip lines
- Documentation and follow up expectations



J. J. Keller consultants can support education organizations with detailed implementation planning, policy and procedure development, training for staff, and follow-up assessments to track improvement over time.

J. J. Keller® Security Assessment

Protect your people, property, and operations with help from experienced security consultants. Our Workplace Site Security Assessment evaluates physical security controls, access management, surveillance, emergency readiness, and operational practices to identify vulnerabilities and deliver practical recommendations you can act on immediately.

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