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# Protecting Our Crowded Places from Attack: Security Audit

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## Te Whakamaru i Ō Tātau Wāhi Kōpiripiri mai i te Whakaekenga: Ōtita Whakamarutanga

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# Introduction

All New Zealanders have a role to play in keeping crowded places safe.

Protecting Our Crowded Places from Attack: New Zealand's Strategy<sup>1</sup> / Te Whakamaru i Ō Tātau Wāhi Kōpiripiri mai i te Whakaekenga: Te Rautaki a Aotearoa has been developed to protect people working in, using, and visiting crowded places. The strategy's intent is, to every extent possible, preserve the public's use and enjoyment of these places while making them more resilient.

Owners and operators have a responsibility to undertake a risk assessment and/or vulnerability analysis of their crowded place.

They may need to do so by using their organisation's own security experts or engaging a private security provider.

Once this assessment is completed, owners and operators have a responsibility to implement the appropriate mitigations, monitor them for effectiveness (including through audits), and review them at appropriate junctures.

This document is part of a series of resources published by New Zealand Police to help you understand the risks around crowded places, and to provide advice on how to prevent and manage those risks. This document should be read in conjunction with the Protecting Our Crowded Places from Attack: New Zealand's Strategy<sup>2</sup> / Te Whakamaru i Ō Tātau Wāhi Kōpiripiri mai i te Whakaekenga: Te Rautaki a Aotearoa .

**These documents are regularly reviewed and updated. New information is also published from time to time. Please check the New Zealand Police Crowded Places website<sup>3</sup> on a regular basis to ensure you have the latest and most comprehensive information.**

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<sup>1&2</sup> [www.police.govt.nz/crowdedplaces/crowded-places-strategy](http://www.police.govt.nz/crowdedplaces/crowded-places-strategy)  
<sup>3</sup> [www.police.govt.nz/crowdedplaces/prepare-your-crowded-place](http://www.police.govt.nz/crowdedplaces/prepare-your-crowded-place)

# About this security audit tool

**This audit tool is designed to inform owners and operators of crowded places. It may be useful to complete this audit in consultation with a security professional.**

Use this audit tool to:

- check which security matters are relevant to the type, size and risk profile of your crowded place, and its attractiveness to would-be attackers
- identify any security gaps that you need to resolve at your crowded place
- record the actions you plan to take to resolve security gaps.

The results of the Protecting Our Crowded Places from Attack: Self-Assessment Tool<sup>4</sup> / Te Whakamaru i Ō Tātau Wāhi Kōpiripiri mai i te Whakaekenga: Utauta Aromatawai Whaiaro and this security audit will help you select proportionate protective security measures for the type of threats and level of risk you may face. The focus is to maintain your location's functions, while reducing vulnerability, increasing safety and preventing unnecessary investment in protective security measures.

The features of crowded places vary significantly, with different risk levels and security needs. This audit tool covers the most common security matters, but is not a comprehensive list for every location. If you already have substantial protective security measures in place you may find you've already covered everything in this audit, plus additional matters that are specific to your location.

If you answer 'no' to any of the questions in the audit, it doesn't necessarily mean that your present security arrangements are not effective, but you may wish to consult a security professional for advice.

If you're also concerned about the security of your information and communication technology, consult CERT NZ<sup>5</sup>, the New Zealand Government Cyber Security agency tasked to help New Zealand better understand and stay resilient to cyber security threats.

## Filling in the form

Depending on the crowded place, you may only need to fill in the form once, or you may need to review on a regular basis as requirements change.

The form is in-depth as it has been developed to cater for both small and large crowded places. You will need to decide what is relevant for your crowded place.

Before you start: this document is not sensitive as it contains no information about your location.

However, when completed this document will contain sensitive information that could reveal security arrangements and any security vulnerabilities at your location. Therefore, it is suggested that you:

- save the document (on your secure network)
- password protect the document; and
- restrict its circulation or action as per your company/organisation standards for sensitive information.

## Disclaimer

This tool offers only general basic advice and is intended as a guide only. New Zealand Police advise organisations or individuals who rely on the information in this document do so in conjunction with their own assessment of how it meets the needs and circumstances of their specific locations and activities.

## Keeping informed

You can keep an eye on our current threat level status, and find out about New Zealand's national terrorism threat levels on the DPMC website<sup>6</sup>.

It is recommended that you revisit the New Zealand Police Crowded Places website<sup>7</sup> for updated information, and to ensure that you have the latest version of this document.

It is also important to ensure assessments and plans remain appropriate for different events, or if the national terrorism-threat level changes.

<sup>4&7</sup> [www.police.govt.nz/crowdedplaces/prepare-your-crowded-place](http://www.police.govt.nz/crowdedplaces/prepare-your-crowded-place)

<sup>5</sup> [www.cert.govt.nz](http://www.cert.govt.nz)

<sup>6</sup> [www.dPMC.govt.nz/our-programmes/national-security-and-intelligence/national-security/counter-terrorism](http://www.dPMC.govt.nz/our-programmes/national-security-and-intelligence/national-security/counter-terrorism)

# Security plans, policies and procedures

Protective security measures		Yes	No	N/A
1	Do you have a risk-management plan for your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Does your risk management plan include the risk of a terrorist attack?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	If you hold several events at your location, do you review your risk-management plan for each event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Do you have an emergency-response plan for your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Do you practice or test your emergency-response plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Do you have someone who's responsible for security at your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Is the person who's responsible for security at your location or event aware of the current security environment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Do you have evacuation and/or lockdown procedures that include a protected space?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Do you practice or test your evacuation and/or lockdown procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Do you have nominated people to evacuate and/or lockdown your location?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Do you have a security policy for your location or event that covers the security of physical assets, information and personnel?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Does your security policy include screening bags, mail and vehicles?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Do your security plans cover controlling crowds?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	If your location is within an area of similar businesses, are there security plans for the area/precinct?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	If your event moves (such as a fun run or parade), do your security plans cover the whole route?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	Does your location have secure incident guidance on ESCAPE. HIDE. TELL. rather than assembling at a given place in the event of an attack?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	Do you regularly review and update your security plans?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	Do you have a process to review your security plans if the national terrorism threat level changes or if the security threat to your location or event changes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Security plans, policies and procedures

Protective security measures	Yes	No	N/A
19 Are your tenants, permanent and casual staff, and volunteers trained to activate and use your security plans?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20 Do you have a business continuity plan that covers what you'll do if the power and water supply, telecommunications and key equipment are disrupted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21 Do you regularly meet with your tenants, permanent and casual staff, and volunteers to talk about security?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22 Do you encourage your tenants, permanent and casual staff and volunteers to raise any concerns they have about security?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23 Do you have a formal mechanism that your tenants, permanent and casual staff and volunteers can use to report concerns they have about security?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24 Do you regularly liaise with police, emergency services and neighbouring businesses to keep your security plans up to date?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25 Do you include the risk of attack-related threats and hoaxes in the training you give your tenants, permanent and casual staff and your volunteers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26 Do your tenants, permanent and casual staff and volunteers know what to do if they receive a threat?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27 Do you test how much the security at your location or event can be penetrated (for example, how long an intruder can stay on your site undetected and how far they can penetrate)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28 If your organisation has a coded message system in place (to advise of specific activities) do your tenants, permanent and casual staff understand coded messages alerting them about serious incidents and response needs? (This is particularly relevant to the health and education sectors.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29 Are your reception permanent and casual staff and supervisors trained to manage telephone bomb threats? Or if someone walks into the office threatening with a weapon or bomb?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
30 Do you have a checklist for managing a bomb threat?			

## Record the actions you need to take

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# General security arrangements

Protective security measures		Yes	No	N/A
1	Do you regularly keep your location's external areas, entrances, exits, stairs, reception areas and toilets clean and tidy?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Do you keep furniture to a minimum, to reduce opportunities for would-be attackers to hide devices?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Do you have items or equipment at your location that a would-be attacker could use as weapons?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Do you keep unused offices, rooms and function suites locked?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Does your location or event have reliable tested communications that staff and volunteers can use if there's an incident?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	If there's a serious incident at your location or event that requires the public to evacuate, does your public-communication messaging tell the public to disperse rather than congregate? e.g. ESCAPE. HIDE. TELL.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	If the police or other emergency-service responders are present at your location or event, are they familiar with or have access to your emergency-response plans?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Do police and other emergency-service responders at your location or event communicate directly with your security guards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Do you include security messages and information about prohibited items in your advertising for your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	If you use social media, do you use it to provide security messages and advice about emergencies?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Do you monitor social media before your events to check for possible threats?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Do you advise your patrons about safe transport routes they can use to attend and leave your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Is your location or event near similar locations or events that close at the same time?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	Do similar locations or events near to yours have comparable security arrangements to your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	Can the public easily identify your security guards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	Do you have a process to update staff if the national terrorism threat level changes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# General security arrangements

Protective security measures	Yes	No	N/A
17 Do you have procedures in place to handle and store unattended bags at your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18 Does your location or event provide the opportunity for someone to contaminate food or waterways?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19 Are the air-conditioning intake ducts and entrances to your location or event secure from people, foreign objects or substances?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20 If your location or event relies on localised or temporary mobile-phone towers or generators, are they secure?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21 Do you systematically and thoroughly search your location as part of normal housekeeping and following any incidents?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22 Do searches of your location or event include closed rooms, toilets, lifts, restricted areas, car parks, service areas and performance areas?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23 Do you have trained first aiders and first-aid equipment at your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24 Do you have fire-detection and suppression systems at your location or event that are properly maintained and tested?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25 If you're running a large temporary event, have you arranged for emergency services to be onsite?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Record the actions you need to take

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# Security at the access points

Protective security measures		Yes	No	N/A
1	Do you have visible advertised signs about bag searching and people screening at your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Do you have processes to speed up entry or exit at your location or event, at choke points or when it gets congested?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	When you hold major events, do you start screening people before they reach the entrances?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Can you identify people at your location or event through an online ticketing process?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Are the public and private areas of your location or event clearly demarcated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Do you maintain the same level of security at your location immediately after an event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Can the public enter your location or event when it's closing, and large numbers of people are leaving?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Would the direct route to your location or event reception area give a would-be attacker access to large numbers of people?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	When there's a lot of people at your location or event, do you discourage large groups congregating near its entrances or on nearby pavements or roads?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Do you make sure that vehicles kept at your location or event in the secure areas, are secure, and that their keys aren't readily accessible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	If visitors to your location or event are given badges, do their badges look different to your staff badges?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Do you collect badges from visitors when they leave your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	When visitors are in private or restricted areas at your location or event, are they always accompanied by a staff member?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	Are all the electronic security passes and keys for your location or event accounted for and current?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	Do your staff and volunteers challenge people who aren't wearing a pass in restricted areas at your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	Do you require waste-collection services to provide details of their vehicles and drivers before they arrive at your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Security at the access points

Protective security measures	Yes	No	N/A
17 Do all the entry, exit and evacuation points at your location or event have CCTV coverage?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18 Do you screen people for metal objects at the entrances to your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19 Is the screening equipment at your location or event calibrated and set to the right sensitivity settings?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20 Do you use a flexible regime to search visitors that you can change depending on the security situation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21 Are your staff and volunteers properly trained and briefed on what they are searching for (such as knives, firearms and components of homemade explosives) and what powers they have?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22 Do you screen all your mail and parcel deliveries?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23 Do you cancel normal mail and parcel deliveries to your location or event on high-profile days?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24 Are you able to assess suspicious items at a different location on high-profile days?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Record the actions you need to take

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# Security at the perimeter

Protective security measures		Yes	No	N/A
1	Does your location or event have appropriate external lighting?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Does your location or event have visible signs about security and trespassing in suitable places?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Do you routinely check all incoming goods?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Could someone smuggle an explosive device or weapon into your location or event via a delivery?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	If your event moves (such as a fun run or parade), is the security of the whole route protected?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	If your event moves (such as a fun run or parade), do the roads stay closed for a safe period after the event has passed through?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	If your event moves (such as a fun run or parade), do you monitor changes to the traffic flow?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	If your event moves (such as a fun run or parade), could held up or diverted traffic create an unexpected hazard?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Do you have a procedure to identify and investigate suspicious vehicles?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Do staff or volunteers conduct security patrols to detect suspicious items or activity at your location or event before it opens, while it's open and after it's closed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Is the security adequate at the perimeter of your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Can you extend the security at the perimeter of your location or event, if you needed to?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Do you use automatic number plate recognition cameras at your location and event and share relevant information with police?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	Are there any points along the perimeter of your location or event that people could climb over?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	Are there points along the perimeter of your location or event that would be more visible if you removed or trimmed vegetation, or relocated non-essential items (such as waste bins or furniture)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Security at the perimeter

Record the actions you need to take

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## Prevention of hostile vehicles

Protective security measures	Yes	No	N/A
1 Are there vehicle safety barriers at your location or event that keep unauthorised vehicles at a safe distance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Have you prioritised where you locate permanent and temporary vehicle safety barriers based on assessed risk?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Are the vehicle safety barriers at your location or event correctly spaced?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Are unauthorised vehicles prevented from entering goods or services areas that are above, below or next to areas where there could be large groups of people?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 If your event moves (such as a fun run or parade), do you conduct last-minute checks to make sure safety barriers are in the right places and haven't been tampered with?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Are stallholders, patron seating and entertainment at your location or event situated at a safe distance behind vehicle safety barriers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 If you don't have vehicle safety barriers, can you use trucks or other large vehicles to defend your location or event from a hostile vehicle?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 Are there any places where vehicles can get access to your location or event by bypassing your vehicle security barriers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 Are unauthorised vehicles allowed past the vehicle security barriers at your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Prevention of hostile vehicles

Protective security measures	Yes	No	N/A
10 Are staff or visitor vehicles parked at your location or event capable of being used in a hostile-vehicle attack by the attacker?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 Are staff or visitor vehicles capable of being used as protection in case of an attack?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12 Do you have a policy about refusing entry to drivers that refuse to allow their vehicles to be searched?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Record the actions you need to take

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# Closed Circuit Television (CCTV)

Protective security measures	Yes	No	N/A
1 Do you constantly monitor your CCTV images and playback overnight recordings to check for evidence of any suspicious activity at your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Do you have a procedure to report any suspicious activity at your location or event to the police?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Do you regularly maintain your CCTV cameras?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Do your CCTV cameras cover the entrances and exits to your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Do your CCTV cameras cover restricted areas of your location or event, and areas where IT equipment, backup generators and cash are kept?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Do you back up your CCTV images and store them off-site?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 Can you monitor your CCTV system in real time?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 Can the police access your stored and real-time CCTV coverage, if they need to?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Closed Circuit Television (CCTV)

Protective security measures		Yes	No	N/A
9	Could you identify an individual from your CCTV images, even if they were in a congested area such as the mosh pit at a festival?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Are the date and time stamps on your CCTV system up to date?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Does the day time and night time lighting system at your location or event complement your CCTV system?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Have you implemented operating procedures, codes of practice and audit trails for your CCTV?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Do each of the CCTV cameras at your location or event do what they were installed to do?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	Can someone carry out surveillance of your location or event from outside its perimeter?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	If someone carries out surveillance of your location or event from outside its perimeter, can you monitor these surveillance points using your CCTV system?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	Could a would-be attacker reach the entrances of your location or event before they were noticed by someone monitoring your CCTV system?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	Are your locations, car parks and drop-off points controlled or monitored by your CCTV system?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	If your CCTV system is web-based, are its usernames and passwords secure?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19	If your CCTV system is web-based, do you change the usernames and passwords regularly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20	Do you train your staff regularly on how to use the CCTV systems?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21	Do you have staff that can competently track a person throughout your location or event by using your CCTV system?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Record the actions you need to take

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# Detection of suspicious behaviour

Protective security measures		Yes	No	N/A
1	Have you identified places from which a would-be attacker could carry out surveillance of your location or event to help them plan an attack?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Are there places, where a would-be attacker could carry out surveillance of your location or event, that can't be monitored by your security systems?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Do you have signs at your location or event that tell staff and visitors there's surveillance in place and encourages them to report suspicious behaviour?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Are your staff and security officers trained to detect suspicious behaviour?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Do your staff and security officers know that would-be offenders can use drones to carry out surveillance of locations and events? Do you have a procedure for reporting them if seen?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Could someone hide themselves at your location or event to observe how it operates?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Could someone reach an entrance to your location or event before they were noticed by your security systems?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Do you randomly and openly search vehicles and people at your location or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Do you use your website and publications to tell your patrons and contractors about your crime-prevention policies and to convey counter-terrorism messages?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Is there any publicly available information about your location or event (such as your security plans and policies or details of your CCTV) that could help a would-be attacker with their surveillance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Record the actions you need to take

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# Security of information

Protective security measures		Yes	No	N/A
1	Do you have plans and procedures for keeping information secure?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	If you have plans and procedures, do they cover security classifications?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	If you have plans and procedures, do they cover how information is copied, stored, transferred, handled and disposed of?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Do you have a website for your location or event, or another way of sharing information about it that could help a would-be attacker plan an attack?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Do you lock away all your business documents at the end of the day?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Do you have a clear-desk policy that staff must follow outside business or operational hours?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Do your staff log-off and close their computers at the end of the day?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Are all your computers protected by passwords?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Are your computer systems protected by a firewall and antivirus software?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	If your computer systems are protected by passwords, a firewall and antivirus software, are they regularly updated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Do you have strategies to mitigate cyber intrusions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Do you have ways to detect if there's been a cyber intrusion of the information you hold?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Do you have an encryption package to protect any sensitive information that you hold?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	Is the information you hold discussed on a 'need to know' basis?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	Do your computer monitors, audio-visual screens and whiteboards face away from windows, so they can't be seen from outside?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	Do you properly destroy sensitive information when you no longer need it?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	Do you keep backups of critical information secure and at a different location from where you operate your business?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



# Security of information

Record the actions you need to take

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# Security of staff and volunteers

Protective security measures		Yes	No	N/A
1	Do you have personnel security policies and procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Do your personnel security policies and procedures include a code of conduct?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Do your personnel security policies and procedures cover the privacy of personal information?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Do your personnel security policies and procedures state which items are prohibited in the workplace?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Do you provide staff with information and training about security?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Do you conduct pre-employment checks of your permanent and casual staff, and of your volunteers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	If you have tenants or contractors, do they conduct pre-employment checks of their permanent and casual staff, and of their volunteers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	If you contract security officers or screening staff, have their employers conducted pre-employment checks of them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Where appropriate, do your pre-employment checks confirm someone's identity?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Where appropriate, do your pre-employment checks confirm someone's qualifications?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Where appropriate, do your pre-employment checks confirm someone's previous employment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Security of staff and volunteers

Protective security measures		Yes	No	N/A
12	Where appropriate, do your pre-employment checks confirm someone’s criminal history?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Where appropriate, do your pre-employment checks confirm someone’s financial background?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	Do you check whether staff or volunteers remain suitable for their positions (for example, do you require staff to report any changes to their personal circumstances)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	If a staff member reports a security breach, do you use appropriately trained staff to investigate it?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	Do you conduct exit interviews?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	Do you have a staff-leaving checklist that asks if staff have returned their keys and access cards, or that coded locks have been changed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	Do you have a staff-leaving checklist that asks if staff have returned their uniforms and official identification?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19	Do you have a staff-leaving checklist that asks if staff have returned their official information, such as documents and files?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20	Do you have a staff-leaving checklist that asks if staff have returned their passes to the location and to systems, and that checks if these passes have been deactivated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Record the actions you need to take

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**All New Zealanders  
are responsible for  
helping to detect  
and prevent attacks  
in crowded places.**

## In the event of an attack

<b>ESCAPE</b>		Move quickly and quietly away from danger, but only if it is safe to do so.
<b>HIDE</b>		Stay out of sight and silence your mobile phone.
<b>TELL</b>		Call the Police by dialling 111 when it is safe.

[www.police.govt.nz/crowdedplaces](http://www.police.govt.nz/crowdedplaces)