

SOP: Initial Safety and Security Check (Alarms, Exits, Lighting)

This SOP details the process for conducting an **initial safety and security check**, focusing on the inspection of alarms, emergency exits, and lighting systems. It ensures all security alarms are functioning properly, emergency exits are accessible and unobstructed, and lighting is adequate for safe navigation. The procedure aims to maintain a secure environment by identifying and addressing potential hazards before facility operations begin, thereby enhancing overall safety and emergency preparedness.

1. Purpose

To ensure a safe and secure facility environment by verifying the operational status of alarms, emergency exits, and lighting prior to the start of daily operations.

2. Scope

This procedure applies to all staff responsible for facility opening and security checks.

3. Responsibilities

- Designated security or operations staff must perform the checks as outlined.
- Any identified issues must be reported immediately to management and/or maintenance.
- Documentation of the check must be completed and filed daily.

4. Procedure

- 1. Preparation**
 - Obtain a safety and security checklist form.
 - Ensure necessary access keys and codes are available.
 - Ensure a flashlight and communication device are on hand.
- 2. Alarm System Inspection**
 - Visually inspect alarm control panels for operational status or fault indications.
 - Test alarm activation where appropriate and allowed by policy.
 - Verify all entry points (doors and windows) connected to the alarm are secure.
- 3. Emergency Exit Inspection**
 - Check all emergency exits to ensure they are clearly marked, well-lit, unobstructed, and easy to open.
 - Ensure exit signs are illuminated and visible.
 - Remove any items blocking exits.
- 4. Lighting Inspection**
 - Walkthrough all areas (entryways, hallways, stairwells, emergency routes) to verify lights are operational.
 - Replace or report failed bulbs immediately.
 - Check exterior lighting for functionality (particularly near exit doors and in parking areas).
- 5. Documentation**
 - Complete the safety and security checklist, noting any deficiencies and actions taken.
 - Sign and date the checklist; submit to management or file in the designated logbook.

5. Documentation Example

Inspection Item	Status (OK/Issue)	Remarks/Actions Taken	Inspector Initials
Alarm Control Panel	OK	No faults detected	JD
Exit A (Main Lobby)	OK	Clear and illuminated	JD
Stairwell Lighting	Issue	Bulb replaced on 2nd floor	JD

6. Related Documents

- Daily Safety and Security Checklist
- Incident Reporting Form
- Maintenance Request Form

7. Revision History

Date	Version	Description	Author
2024-06-15	1.0	Initial SOP Release	Security Manager