

### **Security Checklist – short version for COVID-19 lockdown**

This checklist is designed to help you think through some of the security risks to your museum during lockdown. The list is not exhaustive and each museum will have its own particular circumstances, so not all questions will be relevant. Equally actions will be limited at this time to what is possible within the wider COVID-19 context. At all times the security and safety of all staff and volunteers should take priority.

**This is intended as guidance only and museums and galleries should ensure that they refer to and follow the terms of their own insurance providers.**

<b>Checklist questions</b>	<b>Y/N</b>	<b>Details</b>	<b>Action</b>
Is your perimeter secure? Are there any signs of damage?			
Are all buildings locked and secure?			
Are security measures made clear on the outside of the building? eg. Are there signs?			
Is there any sign of criminal activity?			

<b>Checklist questions</b>	<b>Y/N</b>	<b>Details</b>	<b>Action</b>
Is the entrance to the museum covered by CCTV?			
Are external lights working?			
Is the roof damaged?			
Is the lead on the roof still in place?			
Are any windows or skylights damaged?			
Are the drains and gutters free flowing?			
Are door and window hinges intact?			
Is there any equipment or bins that could be used to climb into the building?			

Checklist questions	Y/N	Details	Action
Are there any combustible materials outside or near the building? ie. Items that could accidentally or deliberately be set on fire.			
Are external intruder alarms in working order?			
Are all fire alarms in working order?			
Can fire and/or security alarms be heard outside of the building?			
Are you able to limit access internally by locking internal doors?			
Are collections stored away from areas liable to flood/leak?			

Checklist questions	Y/N	Details	Action
Are high value objects stored securely?			
Is there a backup system in case of a power failure?			
Have you put in place all the measures required for your insurance?			
Is collections information secure and backed up?			
Have you identified fire hazards?			
Who has access to the museum during lockdown and are all keys stored securely?			
Do all staff know how to secure the building?			

Checklist questions	Y/N	Details	Action
Are inspections being logged?			
Is your emergency plan up to date?			
Are all the named contacts in the emergency plan able to respond or are they self-isolating/shielding?			
Has any local police advice been given?			