



Committee for SAFE AND SECURE ELECTIONS

Security Assessment Checklist

FOR ELECTION OFFICES, COUNTING FACILITIES,
POLLING LOCATIONS AND BALLOT DROP BOX SITES

Purpose. This checklist resource is provided to assist with conducting site safety assessments of election offices, polling locations, early voting sites, and ballot drop box areas. It is intended to support election security through physical site evaluation and preparedness planning. This list is based in part upon generally accepted guidance from CISA and FEMA - [CISA Security Planning Workbook](#) and [BIPS 06/FEMA 426: Reference Manual to Mitigate Potential Terrorist Attacks against Buildings, 2nd Edition](#).

GENERAL SITE INFORMATION

Facility Name: _____

Address: _____

Type of Facility: ☐ Election Office ☐ Counting/Tabulation Facility
☐ Polling Location ☐ Ballot Drop Box Site ☐ Other _____

Facility Point of Contact: _____

Contact Information: _____

Date of Assessment: _____

Assessing Officer(s): _____

PERIMETER SECURITY

- ☐ Perimeter clearly defined (fences, bollards, landscaping, signage)
- ☐ Controlled vehicle access points
- ☐ Sufficient lighting around the perimeter
- ☐ Surveillance cameras covering perimeter areas
- ☐ Landscaping trimmed to reduce hiding places
- ☐ Clear line of sight to building entrances and exits
- ☐ Barriers capable of stopping vehicles where required
- ☐ No blind spots or dark areas around perimeter

BUILDING EXTERIOR

- ☐ Secure doors and windows (quality locks, no visible damage)
- ☐ Emergency exits secured but accessible in emergencies
- ☐ Exterior lighting functional and adequate
- ☐ Exterior walls resistant to forced entry or blast (as feasible)
- ☐ Building address clearly marked and visible
- ☐ Rooftop access secured
- ☐ Loading docks monitored and controlled

ACCESS CONTROL

- ☐ Designated public entrances separated from staff/secured entrances
- ☐ Sign-in/sign-out procedures for visitors and contractors
- ☐ Visitor identification required and visibly worn in restricted areas
- ☐ Badging system for staff
- ☐ Background checks conducted on all staff members
- ☐ Background checks conducted by vendors on their personnel
- ☐ Electronic access controls functioning properly
- ☐ Interior doors secured as appropriate
- ☐ Facility has a designated security manager

INTERIOR SECURITY MEASURES

- ☐ Video surveillance and recording inside facility covering key areas
- ☐ Panic alarms or duress buttons in place and operational
- ☐ Secure storage for sensitive materials (ballots, equipment)
- ☐ Bulletproof/Bullet resistant glass between public and staff areas
- ☐ Fire detection and suppression systems functional
- ☐ Emergency exits marked and unobstructed
- ☐ Hallways and stairwells well-lit and free of obstructions
- ☐ Mail/package screening procedures in place (for example: A negative pressure room, PPE)

BALLOT DROP BOX SITES

(If Applicable)

- ☐ Drop box secured to prevent removal or tampering
- ☐ Adequate lighting around drop box
- ☐ Video surveillance equipment and placement complies with state law (if applicable)
- ☐ Fire-resistant or fire-suppressant features
- ☐ Routine inspections documented
- ☐ Law enforcement notified of drop box locations for patrols

EMERGENCY PREPAREDNESS

- ☐ Emergency response plans documented and accessible
- ☐ Site has a designated business continuity manager accountable for business continuity management policy and implementation.
- ☐ Staff familiar with emergency procedures (evacuation, lockdown)
- ☐ Coordination established with local emergency responders
- ☐ Mass notification systems tested and functional
- ☐ Backup communication methods available
- ☐ Facility participates in drills or tabletop exercises
- ☐ Facility has continuity plans for power, IT and operations
- ☐ Staging areas for emergency responders identified
- ☐ Primary law enforcement agency has conducted on onsite visit of the facility
- ☐ Primary fire response agency has conducted an onsite visit of the facility

LAW ENFORCEMENT & EMERGENCY RESPONSE

- ☐ Clear communication plan between law enforcement and election officials
- ☐ Site-specific response plan for various threats
- ☐ Site included in jurisdiction's emergency response exercises or tabletop planning
- ☐ MOUs or working protocols in place with law enforcement and emergency services
- ☐ Security coordinator identified and accessible for each site

COMMUNICATIONS

- ☐ Election officials have current point of contact for local law enforcement and emergency services
- ☐ Site has redundant communication methods (two way radios, cell phones, etc.)
- ☐ Crisis communication plan drafted
- ☐ Election office has media messaging plan in coordination with public safety

SPECIAL CONSIDERATIONS

for Election Events

- ☐ Staff aware of potential interactions with "content creators" or disruptive visitors
- ☐ Calendar of election events (e.g., election day, ballot counting, logic and accuracy testing)

VULNERABILITIES FOUND

List any vulnerabilities observed during assessment, e.g., "no surveillance covering rear entrance"

OPTIONS FOR CONSIDERATION

List recommendations to address identified vulnerabilities, e.g., "install camera to cover rear entrance"

References.

FEMA Emergency Management Institute. Emergency Response Information for School Facilities. <https://training.fema.gov>

North Dakota State University. [Organizational Resilience](#)

Interagency Security Committee. Facility Security Plan: An Interagency Security Committee Guide. [ISC Facility Security Plan Guide](#)

[CISA Security Planning Workbook](#).

National Fire Protection Association. Standard on Disaster/ Emergency Management - [Standard on Continuity, Emergency, and Crisis Management](#)

FEMA / DHS. Buildings and Infrastructure Protection Series – Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings. [BIPS 06/FEMA 426: Reference Manual to Mitigate Potential Terrorist Attacks against Buildings, 2nd Edition](#)