

Use this checklist as a guide during your tour—ask staff important security questions, observe real-time practices, and verify that every item is checked off to ensure a safe environment for your loved one.

DOOR SECURITY

- ☐ **Locked Exterior Doors:** Verify that all exterior doors, except the main entrance, remain locked at all times from the outside.
- ☐ **Resident Access Control:** Ensure only residents can enter exterior doors using a secure method such as a key card, keypad, or fob.
- ☐ **No Propping Policy:** Check for objects propping doors open and ensure there's a policy to prevent this, with staff and residents encouraged to report it to management.
- ☐ **Peephole Installation:** Check if resident front doors, whether interior or exterior, has a peephole adjusted to the resident's height for functionality.
- ☐ **After-Hour Visitor Entry:** Understand the community's protocol for managing visitor entry outside of regular business hours.
- ☐ **Nightly Security Check:** Determine who is responsible for ensuring all exterior doors are securely closed and locked each night.

VISITOR/VENDOR ENTRY

- ☐ **Digital Check-in:** Confirm there is a centralized digital check-in system at the main entry that requires all visitors/vendors to sign in and print a name badge.
- ☐ **Visit Data:** Verify the digital check-in system logs visitor identity, entry and exit times, the purpose of the visit, and captures a photo at check-in.
- ☐ **Visit Awareness:** Check that real-time alerts can be sent to the resident, family member, or guardian every time a visitor checks in to see a resident.
- ☐ **Daily Name Badge:** Confirm that every person entering the community is required to wear a name badge for the duration of their visit.

VENDOR/CAREGIVER SCREENING

- ☐ **Background Check:** Verify the community mandates that third-party and self-employed private caregivers maintain a valid state and federal background check on record.
- ☐ **Driver's License:** Ensure the all outside care and vendors present a drivers license at check-in.

STAFF SCREENING & SUPERVISION

- ☐ **Staff Screening:** Staff should undergo comprehensive background checks, periodic re-screening, and be supervised at all times by an on-site manager.
- ☐ **Emergency Response:** Residents should have access to in-room emergency alert systems with fast staff response times and sufficient overnight coverage.
- ☐ **Community leadership:** Leadership should be accessible and transparent about safety policies, and demonstrate a strong, ongoing commitment to protecting residents.
- ☐ **Reporting & Access:** Guarantees residents are free to report safety concerns to law enforcement or families and law enforcement can access common areas for investigation.

SECURITY PROTOCOLS

- ☐ **Incident Reporting:** Communities should have a policy to notify residents (within two business days) of any criminal activity or trespassing incidents on-site.
- ☐ **Training:** Verify that regular security and campus awareness training is required for staff, residents, volunteers, and frequent vendors.
- ☐ **Incident Notification:** Confirm that when 911 is dispatched, residents and families are notified in writing about the nature of the incident.

ADDITIONAL CONSIDERATIONS

- ☐ **Inventory of Valuables:** Make a habit of photographing or videotaping valuables in the resident's living space for record-keeping.
- ☐ **Security Signage:** To discourage potential intruders, consider placing a security deterrent sign, such as "Smile, You're on Camera," near the resident's front door.
- ☐ **Door Safety Practices:** Remind family members and residents of the importance of verifying everyone's identity before opening the door.
- ☐ **Daily Resident Check:** Inquire whether the community provides a daily check-in service to monitor resident well-being regularly.
- ☐ **Mail Confidentiality:** Check that mail system measures are in place to conceal resident names and apartment numbers.