# Safe-by-Design: Safety & Security Walkthrough

Use this quick walkthrough to identify physical conditions that may affect safety, security, visibility, accessibility, or staff response.

## Entrances, Exits & Circulation

- ☐ Main entrance is visible and easy to identify.
- ☐ Exit routes and corridors are clear.
- ☐ Exit signage is visible and illuminated.
- ☐ Doors operate properly and are accessible.
- ☐ Secondary and staff-only entrances are appropriately controlled.
- ☐ Stairs, ramps, and accessible routes are clear and well lit.

## Visibility & Sightlines

- ☐ Staff can see major public areas from service points.
- ☐ Shelving, furniture, and displays do not create unnecessary blind spots.
- ☐ Alcoves, corners, and recessed areas are visible or routinely checked.
- ☐ Lighting is adequate throughout public areas.
- ☐ Concealed corridors or entrances have been identified.

## High-Attention Spaces

- ☐ Restrooms, stairwells, elevators, and study rooms are easy to access and monitor appropriately.
- ☐ Children's and teen areas balance visibility with independence.
- ☐ Stack areas do not create excessive isolation.
- ☐ Makerspaces and specialized areas have appropriate safety controls.
- ☐ Isolated seating areas are regularly observed.

## Staff Response & Access Control

- ☐ Staff can quickly reach major public areas.
- ☐ Staff know how to summon assistance.
- ☐ Emergency communication methods are available and working.
- ☐ Restricted, mechanical, electrical, roof, and utility spaces are secured.
- ☐ Building and critical system documentation are secure.
- ☐ Keys, cards, and access credentials are controlled.

## Emergency Readiness

- ☐ Fire extinguishers, alarms, AEDs, and first-aid supplies are accessible.
- ☐ Evacuation routes and maps are current.
- ☐ Emergency exits are clearly marked and unobstructed.
- ☐ Staff know primary and secondary evacuation routes.

## Overall Review

- ☐ The building supports safety without feeling overly controlled.
- ☐ Privacy is balanced with appropriate visibility.
- ☐ Customers can easily find staff or request help.
- ☐ Safety or security concerns have been documented.
- ☐ Corrective actions have been prioritized.

*Notes:*

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