

Pharmacy Security Checklist



ALARMS	PHYSICAL BARRIERS
Features	Steel window curtains
Central Station or Local	Steel door curtains
Battery Back-Up Cell Phone	Pharmacy department doors
Silent Audible	Barriers to prevent "jump over"
Visual (Flashing Lights)	Interior safe (high risk areas)
Supervised Unsupervised	Bollards (concrete/steel posts embedded
Alarmed Areas	in the ground outside premises)
□ Doors □ Windows	CCTV
Skylights Interior & High Security	
Sensor Types	☐ Visible monitor at entry
☐ Magnetic Door Contacts ☐ Motion	Signs (recorded/monitored off site)
Glass Break Vibration Duress	Drive-thru window camera
"Trap" Alarm	Hidden camera at customer face level
Wireless or Hard Wired Sensors	Regular (weekly) audit and maintenance of cameras and recordings
PHYSICAL DESIGN	Camera features
Lighting-Motion sensitive lighting (exterior) Reinforced doors/windows in pharmacy area Rx area viewable by other store employee's Controlled substances concealed from	Color or black and white
	Field of view of camera is adequate
	Variable focal lens
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customers view	Low level light camera (auto iris)
Height reference/tape near entrance and counter	Recording
Interior lighting	Digital vs. VHS recording
	Frames per second (10 or more)
LOCKS AND LOCKING DEVICES	Retention of recordings
Limited issuance of keys	Regular replacement of tape
Do Not Duplicate" on keys	Recorder hidden and secured
Keys numbered	

CCTV/Recording Continued	Fraud
Dummy VHS with tape	Regular training and rehearsal for forged/ altered prescriptions and phone call-ins. Involve local police to learn what they recommend
Preserve original recordings for Law Enforcement	
Date/Time stamped on video	Develop policy and procedure for fraud
"Watermark" on video	Caller ID on telephone
Continuous vs. Event/Alarm	Details as to conversation with "prescriber"
ROBBERY/BURGLARY/FRAUD	Evidence bags available to protect forged
Robbery	and altered prescriptions until police arrive
☐ Develop policy and procedure for robbery☐ • Regular training and rehearsal for	Do not write on prescription unless directed to by law enforcement
robberies.	MISCELLANEOUS
 Assign tasks to personnel and train 	Review process
 Involve local police to learn what they recommend 	Ordering
Police/Sheriff emergency number (911)	Receiving
Protect crime scene/evidence	Storing
Do not disturb scene	Returns
Have/Obtain form for suspect description form on premises	Internal controls to restrict access to controlled substances by other employees
☐ Know response time of law enforcement to robbery and burglary	"Repair" personnel (telephone, computer, electrical, etc.) view and record ID of
Burglary	persons entering area
Preparation for forensic evidence recovery	"Relief" Pharmacist - Verify
Routinely wipe down counter (fingerprint	Regular license status verification
recovery)	Law enforcement and insurance carrier review of premises
Clean and wipe down fire exit break bar (fingerprint recovery)	Adjoining tenants
Cardboard or paper placed on floor by rear/ side or fire exit prior to closing (shoe print recovery)	Walls and ceilings
Mark scheduled CS bottles with store ID on bottom (identifies bottle as coming from a particular store)	This Pharmacy Security Checklist was developed in consultation with leading industry and law enforcement diversion prevention professionals, with special thanks to the National Association of Drug Diversion Investigators (NADDI).
Develop closing process	ivational Association of Drug Diversion Investigators (NADDI).