CONSTRUCTION SITE

SECURITY PLAN

British Columbia Project Template

Use this template to define the project-specific security scope, responsibilities, risk treatments, access controls, service instructions, incident escalation, reporting, and review process.

IMPORTANT: This template is a planning aid. It is not legal, occupational health and safety, fire-code, insurance, engineering, privacy, or contract advice. It does not replace any required safety program, emergency procedure, fire-safety plan, traffic-control plan, permit, or qualified professional review.

Document Control

Project name	
Civic address	
Owner	
Prime contractor (if applicable)	
Plan owner	
Approver	
Version / issue date	
Effective date / next review	
Controlled distribution	

How to use this template

[ ] Complete it with the project team before security coverage begins.	[ ] Use current site conditions, not a previous project's assumptions.
[ ] Keep sensitive passwords, codes, and technical details in controlled appendices.	[ ] Give security personnel only the information needed for their assignment.
[ ] Review it at phase changes, system changes, shutdowns, incidents, and handover.	[ ] Record every approved change and replace obsolete controlled copies.

1. Scope, Boundaries, and Responsibilities

Security objective	What result must this plan support?
Included areas / assets	
Excluded areas / activities	
Coverage dates / hours	
Current project phase	
Next expected phase change	

Responsibility Register

Function	Primary name / role	Alternate	Authority or limit	Contact method
Plan owner				
Plan approver				
Site authority				
After-hours contact				
Security contact				
Safety contact				
Privacy contact				
Systems owner				

Boundary check

[ ] Security duties are separate from safety, emergency, fire, traffic-control, and public-authority duties.
[ ] The person authorized to change access or post instructions is named.
[ ] The security provider's role and the project team's retained responsibilities are explicit.
[ ] Emergency calls to 911 are not delayed by an internal notification chain.

2. Security Risk Register

Define the project's approved risk-rating method. Use the same criteria for every entry and assign a treatment owner and review trigger.

Rating method	Example only: Low / Medium / High with project-approved definitions
Review participants	
Assessment date	

Asset / zone	Event or threat	Vulnerability	Existing controls	Priority	Treatment / owner / due date	Residual risk

Risk Review Triggers

[ ] Boundary or gate moves	[ ] Project phase changes
[ ] High-value delivery	[ ] Hours or after-hours work changes
[ ] Camera, alarm, lighting, or communications outage	[ ] Incident or repeated exception
[ ] Holiday shutdown	[ ] Responsibility or handover change

3. Site Map and Security Zones

Attach a current controlled drawing or sketch. Show only the information needed for the authorized audience.

SITE MAP / ATTACHMENT REFERENCE Mark the approved boundary, vehicle and pedestrian gates, delivery area, security post, restricted zones, high-priority storage, emergency access supplied by the project, patrol checkpoints, communication gaps, and prohibited areas.

Zone Register

Zone / gate	Purpose	Who may enter	Control / checkpoint	Hours / exception	Hazard or restriction

4. Access and Asset Controls

Access Procedure

Normal worker entrance	
Delivery entrance / window	
Visitor approval / escort	
Credential issue / revocation	
After-hours authorization	
Unverified person / refusal	
Key / fob / code custodian	

Priority Asset and End-of-Shift Register

Asset / area	Identifier	Normal location	Required control	End-of-shift check	Discrepancy contact

Privacy and record check

[ ] Collection purpose is documented.	[ ] Camera fields of view are reviewed.
[ ] Notice and signage are addressed.	[ ] Access to records is restricted.
[ ] Retention and secure deletion are defined.	[ ] Sensitive passwords are stored separately.

5. Coverage Model and Post Orders

Required security outcome	
Selected model	[ ] On-site guard [ ] Mobile patrol [ ] Alarm response [ ] Hybrid [ ] Other
Service dates / hours	
Coverage review date	

Post Order Summary - duplicate this page for each post

Post name / location	
Purpose	
Authorized duties	
Restricted / prohibited duties	
Route / checkpoints	
Access exceptions	
Relevant hazards / PPE	
Communication / check-in	
Routine escalation	
Urgent / emergency action	
Reports / handover	
Authorized change approver	

6. Incident Escalation and Reporting

Immediate threat, violence, fire, medical emergency, or crime in progress: protect personal safety and call 911. Do not delay emergency help for an internal call.

Escalation Matrix

Condition / example	First action	Primary contact	If no answer	Required record
Emergency	Call 911; follow site emergency procedure			Incident report
Urgent security condition	Observe from safety; notify			Incident / urgent notification
Routine exception	Record and notify as instructed			Shift or patrol report
System outage	Use approved backup procedure			Outage and corrective action
Access dispute	Do not guess; contact approver			Access exception record

Incident Record Fields

[ ] Date, time, and precise location	[ ] Reporter and post / patrol
[ ] Observed facts and sequence	[ ] Immediate safety action
[ ] People or agencies notified and time	[ ] Direction received and action taken
[ ] Authorized photos or footage reference	[ ] Property condition and evidence protection
[ ] Follow-up owner and due date	[ ] Plan, risk-register, or post-order review required

Reporting Standard

Routine report recipient / deadline	
Incident report recipient / deadline	
Record access / retention	
Correction / amendment process	
Outstanding action tracking	

7. Review, Change Log, and Approval

Plan Readiness Check

[ ] Scope, ownership, and responsibility boundaries are clear.	[ ] Risk register and current site map are attached.
[ ] Access and asset procedures match current conditions.	[ ] Coverage model is tied to a defined outcome.
[ ] Every post has written duties, limits, and escalation.	[ ] Licence and site-orientation requirements are confirmed.
[ ] Working-alone and communication interfaces are addressed.	[ ] Privacy, access, retention, and deletion rules are defined.
[ ] Emergency and after-hours contacts have alternates.	[ ] Reporting, corrections, follow-up, and handover are defined.
[ ] Milestone and incident review triggers are recorded.	[ ] Controlled copies and sensitive appendices are managed.

Change Log

Version	Date	Section	Reason / change	Author	Approver

Approval

Role	Name	Signature	Date
Plan owner			
Project approver			
Security provider acknowledgement			

Next step

For a site-specific discussion about security guards, mobile patrol, alarm response, access support, or reporting for a BC construction project, visit **zentraprotection.ca/contact-us**.

Prepared by Zentra Protection. This template may be adapted for an authorized project. Review the finished plan against current site conditions and applicable requirements before use.