FACILITY SECURITY CHECKLIST

	Date	Task
☐		**1. Roles and Responsibilities**
☐		A. List key positions with responsibility to execute this plan to include facility occupants and public affairs personnel. Also, include contact information for each key individual.
☐		B. Security Organizations: Who are the private and public agencies responsible for the security of your facility?
☐		**2. Risk Management Strategy**
☐		A. Have you conducted a risk management assessment that outlines and prioritizes threats to your facility?
☐		B. Have you implemented strategies to mitigate these risks?
☐		C. Explain any risks that have been accepted as part of the risk management process and any potential consequences.
☐		**3. Security Countermeasures**
☐		A. Describe in detail all current and planned countermeasures (both physical and procedural) to address all identified threats. Consider scalable actions.
☐		**4. Security of Facility Exterior Areas (public areas outside the building):**
☐		A. Security at all pedestrian entrances:
☐		1. Consideration should be given to reducing the number of public entrances if there are too many to ensure security. This may require approval from the building manager.
☐		2. Consider the use of metal detectors and X-ray machines at pedestrian/public entrances.
☐		3. Security screening may be done at employee entrances; however, because not all facilities have restricted entrances for employees, the merits of this precaution need to be evaluated for each facility.
☐		B. Security at vehicle entrances:
☐		1. Describe the security available for employee vehicles parked inside and outside the building.
☐		2. Numbers, not names or agency identification, should be used to indicate reserved parking spaces.
☐		3. Security officers and/or security devices that may be used at vehicle entrances.
☐		C. The overall physical security of the building should be considered, especially windows, doors, utility grates, and air intakes at or near ground level.
☐		D. Appropriate security responses to disturbances in this area should be developed.
☐		**5. Security of Facility Interior Areas - Public areas inside the building (excluding Critical Areas):**
☐		A. Location, level, and adequacy of security provided in this area;
☐		B. Access control procedures; and
☐		C. Mail handling procedures.
☐		**6. Security of Critical/Restricted Areas (Limited Access or Exclusionary Zones):**
☐		A. Location, level, and adequacy of security provided in this area; and
☐		B. Access control procedures.
☐		**7. Countermeasure and Equipment Maintenance, Repair, and Testing**
☐		A. Describe in detail requirements for operator and manufacturer maintenance, testing, and repair of security countermeasures and equipment.
☐		**8. Incident Response Management**
☐		A. Reporting: How do employees report incidents? Do they call an internal operations center or 911?
☐		B. Notification: How are first responders and the facility occupants notified an incident has occurred or is in progress?
☐		C. Response: Who should respond and how should they respond? What is the Chain of Command?
☐		• Law Enforcement/Security Organizations and Fire Department
☐		• Medical
☐		• Alarm Response
☐		D. Recovery: Once an incident response is terminated, what is the process to resume normal operations? Consider employee, facility, and process recovery procedures.
☐		E. Documentation: How is an incident documented, where is the information maintained, and who has authorized access to it?
☐		**9. Facility-Specific Policies**
☐		A. Specify any unique requirements to address issues such as landlord/tenant agreements or special missions (i.e., classified areas, operations centers, and data centers).
☐		**10. Special Events**
☐		A. Additional protocols should be included to address requirements for special events such as temporary increases in population, traffic/parking control, and the media.
☐		**11. Training**
☐		A. Describe plans and procedures for training employees and managers and coordination with first responders for execution of this plan.
☐		**12. Exercises**
☐		A. Describe the participants, type, frequency, and how exercises will be executed and documented. Exercises can be coordinated and conducted in conjunction with OEP requirements.
☐		**13. Plan Review**
☐		A. Outline program review and approval guidelines.