

Dane County Facilities Management Security Assessment

The purpose of the following checklist is to assist you in the development of your general security assessment. This checklist will be used to determine if your submitted assessment is complete.

Yes	No	Security Measure / Review	Security Condition	Please verify and include in your plan
1		Is there a need for a single point of entry?		Identify location of entry point
2		If yes to #1, is reception or security desk needed at the entry?		How will you staff and who will provide security
3		Does your plan identify who is the lead for this assessment and therefore responsible for the plan for the building?		Identify and include in plan
4		Are THREE security contacts / backups identified?		Identify and include in plan w/numbers
5		When developing your general security assessment plan did you coordinate with local law enforcement?		Please identify along with the contact (s)
6		Is your building Emergency & Evacuation Plan up-to-date?		List last update and review w/staff
7		As part of #6, does it address persons with disabilities?		Please explain
8		Have you conducted an evacuation drill within the last 6 months? *If more than six months, please conduct in the next quarter.		Indicate last date held
9		Are building floor plans and area evacuation plans up-to-date and are they available to law enforcement and fire department?		List last update and how making available
10		Are key personnel aware of which areas to seal off immediately and how?		List last review

	Yes	No	Security Measure / Review	Security Condition	Please verify and include in your plan
11			Do you have a list of secured facilities (bldgs, rooms, & storage not in regular use) and who is responsible to secure? Include access points that would be closed in situation of minimum level access.		List last update and attach list along w/who is responsible
12			Does your plan address how to report suspicious personnel or persons?		Identify who will handle and how
13			Does your plan address how to report unidentified vehicles parked or operated within the vicinity of the building?		Identify who will handle and how
14			Does your plan address how to handle and report abandoned parcels or suitcases?		Identify who will handle and how
15			Does your plan identify how to screen mail?		Identify who will handle and how
16			Does your plan identify how to inspect deliveries?		Identify who will handle and how
17			Does your plan discuss how you will notify employees of a potential threat (to prevent/stop rumors and prevent alarm)?		Identify who will handle and how
18			Do you address how visitors will be handled? *Ensure that all visitors are registered		Identify and document
19			Do employees have photo ID cards?		
20			Have all access cards been accounted for? These should only be issued to authorized employees and returned upon change in status or termination. Ensure access records are reviewed regularly.		If no, then when will they?
21			Have you reviewed how you would implement Security Condition Levels II-IV?		Identify who is responsible

	Yes	No	Security Measure / Review	Security Condition	Please verify and include in your plan
22			Does your plan identify how to move automobiles and other objects away from building?		Identify who will handle and how
23			Does your plan identify how to regularly inspect all buildings, rooms, and storage areas?		Identify who will handle, how , and how often
24			Does your plan discuss how to secure all rooms when not in use?		Identify who will handle and how