

AkitaBox

Facility Security Plan Checklist

Driving Proactive Building Security

Facility Security Plan Checklist

All facilities have security needs. Discovering these needs doesn't have to be difficult; a security plan is designed to show you the unique security needs your facility requires. Successful security plans assess the effectiveness of internal and external controls, such as security deterrents, controlled access, authorization protocols and security devices.

Security plans have many components. To strengthen your security plan, ask yourself the following questions to determine where you can improve.

Does my organization's security plan...

- ☐ Have well written, easy-to-understand policies and procedures?
- ☐ Require screening and background checks of new employees?
- ☐ Incorporate all inspections necessary for safety and security?
- ☐ Encourage security staff and employees to stay vigilant to security issues?
- ☐ Teach staff members how to properly operate security systems?
- ☐ Have a system in place to report security concerns or threats?
- ☐ Employ enough staff to perform security services required?
- ☐ Promote continuous education and training for employees?
- ☐ Value physical security measures (i.e. fencing, lighting, surveillance equipment?)
- ☐ Have a system in place to prevent unauthorized access to my facility?
- ☐ Require individuals to provide identification to enter the building?
- ☐ Promote safeguarding of sensitive information?
- ☐ Control disposal efforts, including disposal of sensitive information?
- ☐ Implement software that protects against viruses, hackers and electronic security threats?
- ☐ Value best practices regarding internet usage and server security/security threats?

Because security programs cost money, it is important to be judicious when planning security protocols. Well-thought-out security plans lead to greater returns on investment.

About AkitaBox

AkitaBox is the leading facility management software and data collection provider dedicated to improving the way people manage and interact with the buildings they occupy. Founded in 2015, AkitaBox supplies accurate facility data management tools to over 200 million square feet of commercial, educational, healthcare, and governmental organizations in the United States.

For more information, visit AkitaBox.com.

