

Organizational Risk Evaluation Worksheet

Module 1.3: Building Security, Key & Lock Control

	Risk Description	Completely	Partially	No	Not Applicable	Comments
1	Are members of senior management conscious and aware of security issues?					
2	Does the organization have key and access controls in place?					
3	During the business day, do critical areas remained locked and secure?					
4	Are contractors and vendors required to sign in and indicate what kind of work they are performing and for whom?					
5	In the event of a power loss, does the facility have an emergency lighting system (i.e., battery-powered or generator)?					
6	Are policies in place that require keypad combinations be changed when key personnel terminate or at least semiannually?					
7	Are alternative measures provided for contacting emergency assistance if power and telephone service have been disrupted (e.g., cell phones)?					
8	Has the organization acquired a UPS or generator(s) for use in event of a power outage?					
9	Have backup systems been tested to ensure that adequate resources are available to continue processing emergency tasks?					
10	Are emergency phone numbers published and posted?					
11	In the event of an emergency, are the phone numbers for key personnel available and clearly posted in designated areas?					
12	Are phone number lists for key employees verified and updated based on employee promotions or terminations?					
13	Has the organization provided receptionists and/or switchboard operators with standard procedures and forms to use in event of a bomb threat or other emergency?					
14	Are fire alarms and fire extinguishers conveniently located, clearly marked and easily accessible?					
15	Are employees encouraged to notify supervisors if they notice safety hazards?					
16	Are safety inspections held on a regular basis?					
17	Are floor plans and evacuation routes prominently displayed throughout the facility?					

