

Employee Security Training Checklist



Security Awareness Protocols

- Understand basic security threats and risks
- Recognize suspicious behavior and activity
- Know company security policies and expectations
- Follow best practices for passwords and credentials
- Stay alert during opening and closing procedures

Access Control Procedures

- Use assigned access codes or credentials only
- Never share access codes or badges
- Verify identity before granting access
- Report lost or stolen credentials immediately
- Follow proper procedures for visitors and vendors

Emergency Response Training

- Know alarm types and what they mean
- Understand evacuation routes and safe areas
- Practice lockdown and emergency procedures
- Know who to contact during an incident
- Participate in regular drills and reviews

Incident Reporting Guidelines

- Report security incidents immediately
- Document what happened clearly and accurately
- Preserve evidence when possible
- Know how to submit reports internally
- Follow up as required by management