

Employee Security Training Checklist



LAW
SECURITY

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