



Facility Security Assessment Checklist

Eastside Distribution Warehouse / 20 Oct 2025 / Jonathan Smith – Security Consultant

Complete

Score	75 / 80 (93.75%)	Flagged items	0	Actions	3
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Facility Name

Eastside Distribution Warehouse

Conducted on

20.10.2025 08:35 PST

Prepared by

Jonathan Smith – Security Consultant

Address of Facility

1125 Industrial Park Rd, Bushnell,
IL 61422, USA
(40.5485056,
-90.51662309999999)

Document Number

WHS-SEC-2025-001

Actions

3 actions

Exterior / Exterior Physical Inspection

Are "NO TRESPASSING" or other applicable signs visible and in good repair?

No

No trespassing sign is not clearly visible

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 27.10.2025 09:11 PST | Created by: SafetyCulture Staff

Repaint the sign and move to somewhere more visible

Exterior / Exterior Physical Inspection / Gates & Doors

Were all vehicles locked? Take photos of any unlocked vehicles.

No

Upon checking, some vehicles are left unlocked



Photo 1

Done | Assignee: SafetyCulture Staff | Priority: Low | Due: 27.10.2025 09:14 PST | Created by: SafetyCulture Staff

Notify owners and send regular reminders

Interview: Manager / Manager / Proactive questions

Are visitors limited to a single entrance/exit point?

At Risk

Sometimes, visitors are allowed in entrances more accessible for them.

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 27.10.2025 10:18 PST | Created by: SafetyCulture Staff

Reevaluate rules for this, revert to single entrance and exit for visitors if possible.

Facility Security Risk Assessment

Details about the Facility

Briefly describe the facility, its processes, activities, and people.

Description of Facility Location

The warehouse is located in an industrial park with direct access to Highway 6. The area is a mix of light manufacturing, warehousing, and logistics companies.

Description of Operations/Activities in the Facility

The facility stores packaged goods, electronics, and office supplies for regional distribution. Activities include inbound truck deliveries, storage, inventory management, and outbound shipments. Staff includes forklift operators, warehouse clerks, supervisors, and contracted security guards.

Please attach Site Plan of the Facility and Grounds

[Site Plan Warehouse.pdf](#)

Please attach Flow Diagram of Facility

[Flow Diagram Warehouse.pdf](#)

Facility Security Risk Assessment Method

Please briefly describe risk assessment method/s used in conducting the facility security check.

Risk assessment was conducted using a combination of physical inspections, interviews with facility staff, and a vulnerability analysis referencing ISO 28000 guidelines.

Please list initial list of critical assets identified.

High-value inventory (consumer electronics)
Forklifts and material handling equipment
Warehouse management system servers (located in IT room)
Main electrical control panel
Delivery vehicles

Please list significant threats identified.

Theft (internal and external)
Unauthorized access through unmonitored gates
Fire hazards due to storage of cardboard and flammable materials
Cybersecurity risks to IT equipment
Workplace violence or hostile incidents

PFSO Details

PFSO Details 1

Full Name	James Turner
When was your last PFSO Training Course?	24.07.2025 10:00 PST
Location of PFSO Training Course	Chicago, IL
Name of Training Provider	SecurePorts Institute
PFSO Details 2	
Full Name	Maria Lopez
When was your last PFSO Training Course?	02.06.2025 10:00 PST
Location of PFSO Training Course	St. Louis, MO
Name of Training Provider	National Facility Security Council

General Security Management	1 / 1 (100%)
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Security Personnel	1 / 1 (100%)
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Does the port management have an organizational structure of port facility security personnel? Please attach proof if YES.

Yes

[Org_Chart_Security.pdf](#)

Describe general duties and responsibilities of security personnel and their working hours.

Two guards on-site 24/7 (day shift: 6 AM–6 PM, night shift: 6 PM–6 AM) Duties include monitoring CCTV, perimeter patrol, visitor access checks, and incident reporting

Response to Security Threats, Incidents, and Breaches of Security

What are the plans/ procedures for responding to security threats?

Immediate lockdown of entry/exit points
Notify facility manager and local law enforcement
Evacuation procedures for employees if necessary

What are the reporting procedures to the appropriate authorities and local government units?

All incidents reported to Springfield Police Department (SPD) and local fire department

Security Training

Details of the training program for security personnel

Quarterly refresher courses on emergency response and security awareness
Annual live security drills with external emergency services

Details of procedures for maintaining training records

Records stored digitally in company HR portal Hard copies filed with Facility Security Manager

When was the last building security drill?

11.08.2025 09:30 PST

What were the major observations during that drill?

Staff evacuation times were within safety thresholds, but confusion noted regarding secondary exits.
Additional signage recommended.

Exterior	2 actions, 17 / 19 (89.47%)
Exterior Physical Inspection	2 actions, 17 / 19 (89.47%)
Take a preliminary walk around. Was the area free from anything unusual?	Yes
Is the perimeter of the facility grounds defined by a fence, wall, or other physical barrier?	Yes
8 ft chain link with barbed wire	
Is the fence in good shape (e.g. free of holes, broken posts, large ground clearance gaps)?	Yes
Are "NO TRESPASSING" or other applicable signs visible and in good repair?	No
No trespassing sign is not clearly visible	
To do Assignee: SafetyCulture Staff Priority: Low Due: 27.10.2025 09:11 PST Created by: SafetyCulture Staff	
Repaint the sign and move to somewhere more visible	
Gates & Doors	1 action, 3 / 4 (75%)
GATES: Starting at the most frequently used or customer entrance and working around the perimeter clockwise, are all gates in good order? Take photos of each.	Yes
DOORS: Starting at the most frequently used or customer entrance and working around the perimeter clockwise, are all doors in good order? Take photos of each.	Yes
Are cooperative vehicles parked outside?	Yes
Were all vehicles locked? Take photos of any unlocked vehicles.	No
Upon checking, some vehicles are left unlocked	
	
Photo 1	
Done Assignee: SafetyCulture Staff Priority: Low Due: 27.10.2025 09:14 PST Created by: SafetyCulture Staff	
Notify owners and send regular reminders	
Were keys or HID cards left in the vehicle which would have permitted entry to the building?	Safe

Is the entire perimeter lighted? Yes

Are lights on all night? Yes

Are light fixtures suitable for outside use? Yes

Are lights inspected regularly? Yes

monthly

Are lights in good order? Yes

Are lights controlled (activated & deactivated) automatically? Yes

Are control switches or breakers inaccessible to unauthorized persons? Yes

Is lighting adequate for CCTV surveillance? Yes

Exterior CCTV Surveillance 4 / 4 (100%)

Is the exterior under CCTV Surveillance? Yes

Does the Surveillance cover all entrances? Yes

Is the equipment of sufficient quality to permit identification, i.e. resolution, refresh rate, etc. Yes

Is equipment tested regularly? (note or take a photo of latest test documentation & date) Yes

Interior	11 / 11 (100%)
Doors, Windows, and Other openings	11 / 11 (100%)
Are all exterior doors at least 1 3/4 inch solid core wood, metal clad, or metal?	Yes
Are all exterior doors properly equipped with locks?	Yes
Are all exterior doors equipped with intrusion alarms?	Yes
Are all hinge pins internally located, welded, or otherwise treated to prevent easy removal?	Yes
Are all unused doors permanently locked?	Yes
Are all windows that are not used, permanently closed or locked?	Yes
Is the general security of windows facing the perimeter adequate?	Yes
Are all accessible skylights, doors, and other openings adequately secured?	Yes
Do employees have lockable doors to hide behind in hostile situations?	Yes
Is the roof accessible by means of a permanently affixed ladder, fire escape, another building, a pole or tree, or other means?	Safe
Do all walls extend to the true ceiling?	Yes

Alarm Systems

13 / 13 (100%)

Does the facility have an intrusion alarm system? (If yes take a photo or note of alarm system details, control location, make, etc)

Yes

ADT Security System, control panel in office

Is the alarm system used in all areas?

Yes

Does the system have AND are employees trained to use duress code functionality?

Yes

Is the alarm system tested regularly? (If yes, take a photo or note test documentation, date, etc)

Yes

installed at main office and warehouse floor

Does the alarm alert a 24/7 dispatch?

Yes

Is there an emergency power source for all alarms?

Yes

Are alarm signal records maintained?

Yes

Do appropriate employees know alarm functionality?

Yes

Are safes and vaults equipped with an alarm system?

Yes

Does the facility have operable panic alarms?

Yes

Is the system tested regularly? (If yes, take a photo or note test documentation, date, etc)

Yes

monthly

Are they located optimally? Does everyone who should have one, have one?

Yes

Do employees know how to use them? (Confirm by asking 2 employees if they know how)

Yes

Interview: Manager	1 action, 13 / 14 (92.86%)
Manager	1 action, 13 / 14 (92.86%)

What is your job title?

Sarah Mitchell – Facility Manager

Security process questions	3 / 3 (100%)
Does manager know who is responsible for opening and closing the facility?	Yes
Does manager know procedure for arming and disarming alarms?	Yes
Does manager know procedure for responding to alerts?	Yes
Proactive questions	1 action, 5 / 6 (83.33%)

Are visitors limited to a single entrance/exit point?	At Risk
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Sometimes, visitors are allowed in entrances more accessible for them.

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 27.10.2025 10:18 PST | Created by: SafetyCulture Staff

Reevaluate rules for this, revert to single entrance and exit for visitors if possible.

Do you know what to do if you identify a facility-related security concern like a door that won't lock? (Does employee correctly respond with: notify facilities for repair & notify supervisor for further guidance?)	Yes
Are you aware of any personnel-related security concerns?	Safe
Do you know where to direct an employee who might be suffering from emotional problems? (Correct only if employee identifies EAP)	Yes
Are you aware if, in the last 3 years, this facility has been left unsecured (e.g. doors found unlocked, alarm unarmed, etc.)?	Safe
Are visitors escorted 100% of the time?	Safe
Reactive questions	5 / 5 (100%)
Does employee know 3 options for responding to a hostile situation? (Run, hide, fight)	Yes
Can employee quickly identify two nearest exits?	Yes

Can employee identify a safe hiding spot? (Preferably behind a locked door)	Yes
Does employee know how to operate panic alarm equipment (if applicable)?	Yes
Can employee quickly identify two potential improvised weapons?	Yes

Interview: Employees	20 / 22 (90.91%)
Employee	20 / 22 (90.91%)
Employee 1	10 / 11 (90.91%)

What is your job title?

Warehouse Clerk

Proactive questions	5 / 6 (83.33%)
Are visitors limited to a single entrance/exit point?	At Risk
Do you know what to do if you identify a facility-related security concern like a door that won't lock? (Does employee correctly respond with: notify facilities for repair & notify supervisor for further guidance?)	Yes
Are you aware of any personnel-related security concerns?	Safe
Do you know where to direct an employee who might be suffering from emotional problems? (Correct only if employee identifies EAP)	Yes
Are you aware if, in the last 3 years, this facility has been left unsecured (e.g. doors found unlocked, alarm unarmed, etc.)?	Safe
Are visitors escorted 100% of the time?	Safe
Reactive questions	5 / 5 (100%)
Does employee know 3 options for responding to a hostile situation? (Run, hide, fight)	Yes
Can employee quickly identify two nearest exits?	Yes
Can employee identify a safe hiding spot? (Preferably behind a locked door)	Yes
Does employee know how to operate panic alarm equipment (if applicable)?	Yes
Can employee quickly identify two potential improvised weapons?	Yes
Employee 2	10 / 11 (90.91%)

What is your job title?

Forklift Operator

Proactive questions	5 / 6 (83.33%)
Are visitors limited to a single entrance/exit point?	At Risk
Do you know what to do if you identify a facility-related security concern like a door that won't lock? (Does employee correctly respond with: notify facilities for repair & notify supervisor for further guidance?)	Yes
Are you aware of any personnel-related security concerns?	Safe
Do you know where to direct an employee who might be suffering from emotional problems? (Correct only if employee identifies EAP)	Yes
Are you aware if, in the last 3 years, this facility has been left unsecured (e.g. doors found unlocked, alarm unarmed, etc.)?	Safe
Are visitors escorted 100% of the time?	Safe
Reactive questions	5 / 5 (100%)
Does employee know 3 options for responding to a hostile situation? (Run, hide, fight)	Yes
Can employee quickly identify two nearest exits?	Yes
Can employee identify a safe hiding spot? (Preferably behind a locked door)	Yes
Does employee know how to operate panic alarm equipment (if applicable)?	Yes
Can employee quickly identify two potential improvised weapons?	Yes

Observation Summary and Recommendation

Please summarize your noted observations and recommendations for the development of the Facility Security Plan. You can also assign actions to responsible individuals and set deadlines for task completion.

Observations

Security awareness among staff is strong, but signage for evacuation routes needs improvement. CCTV coverage is adequate, but blind spots noted near loading dock. Night shift lighting is sufficient but requires two additional floodlights at the northeast perimeter.

Recommendations

Conduct refresher evacuation drill by January 2026

Assessment Sign-Off

Facility Security Officer

James Turner

James Turner
20.10.2025 10:22 PST

Facility Security Manager

Sarah Mitchell

Sarah Mitchell
20.10.2025 10:23 PST

Media summary



Photo 1

File summary

[Site_Plan_Warehouse.pdf](#)

[Flow_Diagram_Warehouse.pdf](#)

[Org_Chart_Security.pdf](#)