# **Correction Procedures**

Once the written report has been completed and reviewed, it is important to prepare a plan outlining corrective measures to be implemented as a result of the assessment.

## **Determine Areas of Focus**

• Begin with the most potentially hazardous issues.

## **Analyze the Alternatives**

- Those provided in the report.
- Your own alternatives.

## **Prepare Correction Outline**

• Identify the necessary materials including equipment, hardware, and software.

# **Implementation Phase**

Select and implement the most effective recommendations contained in the correction procedure outline.

## Set Reasonable Time-frames

#### **Procure Needed Equipment, etc.**

- Install equipment, etc.
- Test equipment, etc.

# Reassessment

Following a facility security survey, it is important to re-assess and evaluate the effectiveness of the corrections implemented.

## Walk Through Re-evaluation

#### Document

- Corrections made.
- Newly discovered hazards.
- Schedule next assessment.

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# A GUIDE TO SECURITY PROTOCOLS FOR STATE AGENCY OFFICES

# Facility Security



