Security Organization Roles and Responsibilities Template

Maintaining a security organization so that your employees understand their roles and responsibilities as they relate to security is imperative in establishing and reinforcing a security culture. Facilities should identify roles and responsibilities within the company for effective oversight. Each individual understanding their roles and responsibilities ensures effective response actions.

This document serves as a template to assist your facility in maintaining a security organization. The ways in which facilities define their security structure will vary based on their complexity and size. Some facilities may have a larger or corporate footprint that requires a larger number of personnel whereas smaller facilities may only employ one individual responsible for facility security. Below is a sample table with Security Organization Roles and Responsibilities with suggested examples to guide you in managing your security team and delegating roles to each member For more information, visit [cisa.gov/chemlock-security-plan](https://www.cisa.gov/chemlock-security-plan).

Facility Name:   
Facility Address:   
Document Owner (DO):   
DO Phone:   
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| **Employee Name** | **Contact Information (Phone/Email)** | **Position/Title** | **Security Role** | **Responsibilities *(Suggested)*** |
| --- | --- | --- | --- | --- |
|  |  | Facility Security Manager (FSO)/  Environmental Health and Safety (EH&S) | Manage Security and Regulatory Programs | Conducts regular security awareness training and exercises, distributes security awareness reminders, conducts incident investigation and reporting, maintains security equipment, maintains/audits security plan |
|  |  | Human Resources/  Human Capital Manager | Employee Verification | Verifies the identity of employees and ensures that they undergo appropriate background checks |
|  |  | Information Technology (IT) Manager | Cybersecurity | Manages IT security, software updates/patches, periodic employee training, reminders, phishing awareness, access control, incident reporting |
|  |  | Training Supervisor | Training, Drills, Exercises | Manages SATP (Security Awareness Training Program) and Learning Management System (LMS), plans and conducts annual security awareness drill/exercise |
|  |  | Warehouse/Shipping and Receiving Manager | Inventory Management | Manages chemical inventory and access control, ensures security of chemicals, conducts shipment inspections for tampering and reconciliation of chemical purchase orders and bills of lading, conducts and documents physical checks of regulated chemicals |
|  |  | Security Guard Supervisor | Physical security | Responsible for physical site security, suspicious activity reporting, visitor and employee screening, physical checks of restricted areas, closed caption television (CCTV)/intrusion detection system (IDS) |
|  |  | All Employees | Awareness, reporting | Complete security awareness and suspicious activity reporting (See something, Say Something); safeguard passwords, IDs, keys |
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