
Louisiana Division Consolidated Audit

Security

March 1991

Dow Confidential

DO A 023732
CONFIDENTIAL

SECURITY AUDIT

As part of the Division's Consolidated Audit program, the attached questions have been prepared as a tool each department can use to evaluate their Security/Emergency Response requirements, and what plans and actions would be required to achieve the Corporate Minimum Requirements.

The questions listed are there to generate thought and are not intended to be a complete list. Please answer all questions honestly, and refer to the source material for more detail. If you have further questions on this, please contact me.

M. A. Lott
Security
Ph: 8384

DO A 023733
CONFIDENTIAL

Louisiana Division Consolidated Assessment

SECURITY/EMERGENCY SERVICES

SOURCE: Corporate Security Minimum Requirements

POLICY: The control of Dow assets, process technology, manufacturing know-how and other proprietary information is a fundamental responsibility of all Dow employees. Supervision is responsible to develop a line driven Security Program to control these assets, and provide a secure working environment.

I. General Practices

YES/NO

A. Do you have written procedures for:

1. Control of filming and taking photographs within your plant? Yes ☐ No ☐
2. Release of proprietary information outside of Dow and to Government agencies? Yes ☐ No ☐
3. Have all employees been indoctrinated as to the proper generation, handling, storage, and disposal of Dow Confidential documents by Plant management? Yes ☐ No ☐
4. Do you have an access control program for:
 - a. Dow employees, and do they wear badges? Yes ☐ No ☐
 - b. Contractor employees, and do they wear badges? Yes ☐ No ☐
 - c. Other visitors, and are they escorted and have a pass? Yes ☐ No ☐
 - d. Do control room personnel challenge "strangers"? Yes ☐ No ☐
 - e. Do you use the Sign-in/out procedure? Yes ☐ No ☐
 - f. Do your truck drivers wait in a non-sensitive area when making a delivery? Yes ☐ No ☐

Louisiana Division Consolidated Assessment

SECURITY

- B. Are your control diagrams or programs kept and disposed of in a secure fashion? Yes ☐ No ☐
- C. Do you keep back-up programs and documentation for your computers? Are they kept at another site? Yes ☐ No ☐
- D. What procedures do you have regarding terminating employees for:
1. Audit for reports checked out of CRI? Yes ☐ No ☐
 2. Return of all Dow reports and property? Yes ☐ No ☐
 3. Obligations to hold Dow information confidential? Yes ☐ No ☐
 4. Instructions to the employee concerning his/her trade secret obligations? Yes ☐ No ☐
 5. Who is responsible to ensure passwords are deleted? Yes ☐ No ☐
- E. Area Piping and Instrument Diagrams:
1. Released only through the manufacturing Rep., and returned to him for disposal when no longer needed? Yes ☐ No ☐
 2. Are P&ID's stamped "Do Not Copy"? Yes ☐ No ☐
 3. Are all copies of P&ID's released traceable through a document release numbering system? Yes ☐ No ☐
 4. Do you control to whom these documents are released and who they are? Yes ☐ No ☐
- F. What are the major security concerns of your department/area? _____

Louisiana Division Consolidated Assessment

SECURITY

G. Do you feel the security program at the Louisiana Division is reasonable and appropriate? Why or why not? _____

EMERGENCY PLANNING, RESPONSE, TRAINING

SOURCE:

II. General Practices

YES/NO

A. Does the department have a current, written, and effective Emergency Plan which includes:

- | | |
|---|----------------|
| 1. Procedure for chemical release? | Yes [] No [] |
| 2. Fire and explosions? | Yes [] No [] |
| 3. Severe weather and floods? | Yes [] No [] |
| 4. Bomb threats? | Yes [] No [] |
| 5. Protective equipment needed during an emergency? | Yes [] No [] |
| 6. Reporting an emergency and to whom? | Yes [] No [] |

DO A 023736
CONFIDENTIAL

Louisiana Division Consolidated Assessment

SECURITY

B. Is the Emergency Plan tested periodically?

Yes [] No []

1. How often? _____

2. How tested? _____

3. Date updated, and reviewed with employees? _____

Comments: _____

C. Does the department have an effective emergency communication system, and have personnel been properly trained in the use of:

1. Two-way radio system? _____

Yes [] No []

2. Telephone alert system? _____

Yes [] No []

3. Plant alert system? _____

Yes [] No []

4. Are these systems tested periodically? _____

a. How often? _____

b. How tested? _____

Comments: _____

D. Does your department use the Division Personnel System (DPS) to document required employee training?

Yes [] No []

Comments: _____
