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Vulnerability Assessment for Non-Profit Security Grant Program

Facility Name:

Facility Address:

General Facility Description: (include size, numbers of buildings, parking areas, etc.):

Consequences

What are the Facility operating hours:

What is the maximum population at any one time (include special events, employees, contractors and visitors)?

Are large quantities of hazardous chemicals stored at the facility?

What is estimated asset replacement value of the entire facility?

What is the key product or service that the facility provides?

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Is the facility the only supplier of this service?
What is the loss of value to the local population if the facility were no longer operational?

Threats
List all the natural and Man-made hazards that could potentially cause disruptions to operations (i.e. ice storms, tornadoes, flooding, hurricanes).
Has the facility been constructed/modified/retrofitted to mitigate impact of any natural hazards (raised building, hurricane shutters) or bombing attacks (shatter proof glass, bollards or other barriers to keep vehicles away from building)?
Within the last 10 years, has a natural hazard caused an interruption to facility operations (that caused an unacceptable loss of function)?
Has the facility had threats or actual attacks considered hate crimes in the past 5 years?
Within the past year has the facility reported a crime to law enforcement?

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Use the following defined levels of implementation to guide your answers for the rest of the assessment. Answer each listed measure by checking only one box to the right describing the best level at which that measure has been implemented.

Not Started: No planning started

Initiated: Planning, procedures, and/or equipment implemented

Maintained: Plans, procedures, and/or equipment in place and operational

Full Maturity: Plans, procedures and/or equipment trained, exercised, reviewed and updated at least annually

Awareness	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Implemented an awareness program such as "See Something Say Something"					
Implemented suspicious activity reporting procedures					
Implemented suspicious package reporting procedures					
All staff trained to be aware of suspicious behavior of visitors					
Law Enforcement Relations	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Relationships have been established with local law enforcement					
Local Law Enforcement have been to the facility and participated in training and or exercises					
Security Awareness Training	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Key people trained in Surveillance Detection.					
Staff has received training in IED awareness.					
Staff has receive training on IED prevention and mitigation					
Building Envelope	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Exterior doors provide notification when left open or accessed.					
Exterior doors are constructed of metal or solid material with adequate locks.					

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Building Envelope, Cont.	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Emergency doors are equipped with panic hardware.					
If alarmed, notification is made at the door and remotely.					
Windows have locks and can be secured.					
Windows are alarmed.					
There are protective measures on the windows (bullet proof, laminate, shatterproof glazing etc.)					
Exterior doors have door viewers.					
Doors and windows are controlled/monitored even when occupants are present in the facility.					
Perimeter and Parking Security	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Shrubs and trees are trimmed back around facility to prevent hiding places.					
Parking lots and facility are visible from the street.					
Procedures are in place to identify and act on unauthorized and extended stay vehicles (i.e. report to law enforcement, security, and tow company).					
During hours of darkness, security procedures account for people arriving and departing the facility.					
If there is a perimeter fence; it is in good repair with working gates that can be secured.					
“No Trespassing” signs are posted.					
Police routinely patrol the area.					
The appearance of the facility and landscape is cared for.					
All exterior doors are locked and alarmed at closing.					
Illumination of the exterior facility, pathways, and parking lots provides overlapping coverage to eliminate dark areas.					

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Perimeter and Parking Security. Cont.	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Lighting is automatically activated during periods of darkness.					
Lighting is activate by motion sensors.					
Lighting is checked periodically for proper operation and outages replaced promptly.					
All access points on roof or other parts of facility, such as tunnels, are alarmed or otherwise secured.					
Interior Lighting	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Adequate lighting is provided for entrance, hallways, and exits.					
Backup battery powered emergency lighting is installed.					
Access Control	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Separate facility access procedures exist for employees, visitors, contractors, and the general public.					
Facility entrance is monitored during operations.					
Credentials identify visitors, contractors, and employees.					
If badges not required: policy/procedures are in place to identify visitors, make face to face contact, and determine reason for visit (i.e., "may I help you").					
There is a key control policy in place that requires on-going audits to ensure compliance.					
Keys are assigned to only those personnel with a specific need.					
Keys are stamped with "Do Not Duplicate."					
Master keys are strictly maintained and issued to only those with a specific need.					
Someone is assigned to manage key control.					

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Access Control Cont.	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Contractors are checked for Worker's Comp insurance, and background checks if working around youth or valuables.					
There is a review process for vetting vendors to ensure properly licensed and insured. When working around infants and children a more intensive vetting occurs.					
There is a policy and procedures for monitoring vendors.					
Bomb Threat Management	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Employees are trained in "what to do" if receiving a bomb threat?					
Plans and procedures are in place to respond to a bomb threat.					
Receptionists who takes main line calls has received training on what to do when a threat is received.					
Electronic Security Systems	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
CCTV system maintained according to manufacture recommended.					
Access points, cash locations, sensitive information storage, and childcare rooms are monitored via CCTV.					
CCTV system is adequate i.e., good clarity, lighting, recognition, and storage.					
System is adequately protected from unauthorized access.					
Video can be reviewed remotely off premise.					
CCTV system is integrated with access control and alarm system, i.e, CCTV is capable of assessing intrusion alarms.					
Video is reviewed routinely to ensure clarity, correct time, and that it is recording.					
Video can be stored securely for at least 30 days.					

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Electronic Security Systems Cont.	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
There is a policy for routinely reviewing video other than when there is an incident.					
CCTV system is evaluated routinely to ensure its most up to date technology					
Cameras are protected with proper housing against vandalism, unauthorized movement, and weather elements.					
Intrusion detection sensors are deployed on doors and windows.					
Interior motion detection sensors are installed.					
If alarmed: sensors cover entrances and other critical areas to detect unauthorized presence.					
Alarm systems are continuously monitored remotely when facility is secure.					
Alarm system announces locally when an intrusion occurs.					
There are procedures for who and how alarms are assessed when activated.					
Review incidents, maintenance agreements, and coverage.					
Emergency Plans	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Emergency plans are in place for all reasonable events.					
There is a dedicated emergency manager.					
Employees and/or regular attendees to the facility are trained on emergency plans and know what to do.					
Local emergency responders have been to the facility and reviewed emergency plans.					
Local emergency responders participate in annual exercises.					

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Emergency Plans Cont.	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Nearby facilities that could cause a hazard to the facility have been identified and visit to them accomplished (i.e., a chemical plant where a visit would be to exchange contact information).					
There is an internal communications process in place to notify all occupants of an emergency situation.					
Safe areas of refuge within the facility have been identified for emergency assembly.					
Financial Controls	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Petty Cash: Adequate controls are in place to protect receipts, audits, and access.					
If a safe is used, it is adequately secured and bolted to floor if less than 750 lbs.					
Safe combinations are changed regularly, when an employee is terminated, and the combinations are recorded and secure.					
Inventory such as laptops, audio equipment and other valuables are marked to aid in the recovery process.					
An annual inventory of assets such as chairs, tables that are not marked, are counted annually or as needed to ensure that none are missing.					
Photos of substantially valued items are stored for recovery purposes.					
The duties of payables and receivables are separated to reduce the risk of embezzlement.					
Security Management	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
The facility/business maintains a written security plan.					
The facility/business has identified a dedicated security manager.					
The facility/business has a dedicated security force.					

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Security Management Cont.	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Sensitive information is properly marked and controlled (stored in secure cabinets or desks) and electronic files password protected.					
Sensitive information is shredded or properly disposed of.					
Opening procedures are in place to ensure safety of employees.					
Closing procedures are in place to ensure safety of employees.					
Background checks to include prior employment are conducted for those involved in child care and youth programs					
Background checks are conducted on those involved in financial programs.					
Financial transactions are controlled by different staff members.					
Written policies are in place for controls and audits.					
Audits are performed on a routine basis.					
Two signatures are required on checks over a certain dollar amount.					
Sensitive files are maintained inside a solid heat resistant fire cabinet which is secured on need to access basis.					
Access to sensitive file room(s) is kept to a minimum (need to access basis).					
Sensitive file room(s) use key or electronic access.					
There is a mail room policy that describes procedures for handling suspicious mail.					
People handling mail are trained to recognize, handle, and report suspicious mail from mail vendors.					
There is a containment bin to place suspicious mail.					
Safety	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
There are adequate number of fire extinguishers that are marked and inspected annually.					

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Safety Cont.	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
Emergency doors are equipped with panic hardware.					
Emergency exits are marked and posted as required by jurisdictional authority.					
There is adequate emergency lighting.					
Emergency evacuation maps are posted.					
Emergency exits are free of obstructions.					
The facility is inspected for safety hazards such as loose or unsafe wiring; area safe from slip and falls.					
All flammable items are properly stored.					
Water, electrical, heat, and other utilities are secured from unauthorized access.					
Business Continuity Plan	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
The facility/business has a written business continuity plan.					
Business Continuity plans are in place to ensure an orderly process of business resumption for all possible hazards.					
Evacuation plans exercised annually or as needed.					
An up-to-date vendor emergency contact list and employee list is maintained.					
A contact list for all employees and their emergency POCs (i.e. family member) is up-to-date.					
The business continuity plan provides for leadership succession and a place to meet during the recovery process.					
Communications are in place to notify the public and members regarding updates regarding the facility status.					
There is a copy of facility blue prints identifying water, heating, gas, electrical controls that can be shared with emergency providers.					

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Youth and Child Care	Not Started	Initiated	Maintained	Full Maturity	Not Applicable
There are policies and procedures to ensure adequate child care and youth protection.					
Doors and windows are adequately protected where child care occurs.					
Care providers are trained in child care as it relates to medical emergencies, release to proper custodian, securing the room in case of a security incident, and reporting incidents.					
Background checks and past employer checks are conducted on both paid and volunteer staff.					

Additional Remarks:

Prepared By:

Phone Number:

Email: