

RISK AND VULNERABILITY ASSESSMENT CHECKLIST

Security Cameras

	Yes	No	N/A	Comments
Do security cameras monitor the interior of the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do security cameras monitor the exterior of the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the security cameras monitored 24 hours per day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the security camera system recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are video recordings archived for a minimum of sixty days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are elevators equipped with audio or video security systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are restricted or secure passageways monitored by security cameras?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are stairways/stairwells monitored by security cameras?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Doors/Windows

	Yes	No	N/A	Comments
Are exterior doors secured with a quality doorframe, strike, solid wood core or metal door and a quality deadbolt lock or electronic access locks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are sensitive area doors secured with a quality doorframe, strike, solid wood core or metal door and a quality deadbolt lock or electronic access locks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all hinge pins internally located, welded or otherwise treated to prevent easy removal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do doors have automatic closing and locking hardware?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If equipped with exterior glass doors, are glass breakage sensors installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Are windows on the ground floor protected by ballistic protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are basement or crawl space access doors integrated into the intrusion alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are exterior door bolts protected or constructed so that they cannot be cut?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are basement or crawl space access doors secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all roof access points secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Access Control

	Yes	No	N/A	Comments
Are public entrances/exits monitored by a receptionist, security personnel or security camera?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a separate entrance into the facility for employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a process to identify employees entering the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If employee ID cards are issued, are employees required to display them on their person while inside the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there varying levels of access within the facility? If so, is employee access restricted to only those areas (and time zones) necessary for their work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there public security screening stations (i.e. magnetometers, wands, etc.) at the entrance of the facility to prevent weapons or hazardous devices from entering the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are facility employees allowed to bypass the public security screening stations (i.e. magnetometers, wands, etc.) at the entrance of the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is access to all HVAC mechanical/electrical rooms and computer closets restricted only to personnel requiring needed access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Are customer service areas located on the ground level floor and customer access restricted by means of locks, electronic access control, or escorts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility have an access control system installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is one individual designated with key/access card control and issuance responsibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Must duplication of keys be approved by the key/card control officer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are keys physically inventoried annually and locks replaced if keys are lost?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a policy /directive concerning how and when identification badges must be worn?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a procedure concerning the reporting of lost or stolen identification badges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Visitors

	Yes	No	N/A	Comments
Is a policy in place requiring visitors verified prior to issuance of a visitor pass?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a policy in place stating that visitors will be required to present a valid government issued identification prior to admittance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a policy in place requiring visitors to return the visitor pass and sign out prior to leaving the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all contract repair persons properly identified and either background checked or accompanied at all times in the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a visitor identification system in place that records the visitor name, employer, date/time, and employee being visited (i.e. log, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are visitors required to wear a "Visitor Badge" while in the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all visitors required to enter a single designated entrance that is monitored by personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Are there means of insuring the visitor is controlled within the facility (especially the highly sensitive areas) such as an escort, common meeting room near the lobby, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Facility Parking

	Yes	No	N/A	Comments
Are vehicles restricted to no closer than 150 feet of the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is under ground parking (under facility) avoided or restricted only to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a means for rejected vehicles to be turned around without allowing them access to the facility grounds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the employee parking controlled by decal or other verification system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are designated parking spaces assigned by <i>number</i> rather than by name or title?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there separate visitor parking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is entry to and exit from parking areas controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are parking areas monitored by security cameras?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are frequent inspections made of parking area(s) and vehicle(s) not guarded or monitored by security cameras?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the employee parking area protected by a fence or barrier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If automated gates are used, are there measures to control "tailgate entry?"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the employee parking area closed or locked during non-business hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are signs posted advising of parking restriction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there good natural surveillance from the facility interior to the parking area(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Lighting

	Yes	No	N/A	Comments
Is there emergency lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are lighting controls inaccessible to the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the entire perimeter lighted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is exterior area lighting sufficient for the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are light fixtures suitable for outside use (i.e., weather and tamper-resistant)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is illumination even and consistent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do any exterior or perimeter lights have an auxiliary power source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Landscaping & Other Exterior Considerations

	Yes	No	N/A	Comments
Do landscape features provide places for potential concealment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility have perimeter fencing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the fencing in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all gates secured on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the fence line inspected for signs of tampering, needed repairs and potential climbing instruments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are shrubs planted near the fencing of a thorny variety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does perimeter fencing maintain a 20/30' standoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are shrubs maintained to less than three feet in height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are tree/bush canopies raised to a height of at least six feet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are chicanes, barriers and/or other traffic calming devices in place to deter ramming of the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Are the grounds clear of loose materials such as bricks, stones or other materials, which could be used by intruders as weapons, missiles or tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are trash receptacles positioned against the facility or near sensitive locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are trash receptacles blast resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the points where utilities enter the facility exposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are utilities secured to avoid tampering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Mail & Deliveries

	Yes	No	N/A	Comments
Are all deliveries made at a location separate from the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are deliveries to the facility required to be made between designated times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are delivery manifests checked and confirmed prior to allowing vehicular access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all mail deliveries received at a specific point in or at the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have mailroom employees received training on the procedures if a suspicious article is located?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is signage posted that indicates packages, parcels etc. may be inspected prior to entry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the mailroom have protective equipment to be used during handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a procedure for the handling of a suspicious article?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the procedure clearly require evacuation of the mailroom in the event of discovery of a suspicious item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the procedure prohibit additional personnel from handling the article?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Does the procedure require the building's HVAC to be turned off if possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the procedure require the immediate notification of law-enforcement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have mailroom employees had training on mail / package screening techniques?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Security Personnel

	Yes	No	N/A	Comments
Does the facility employ security personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are security personnel proprietary or contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are security personnel cleared with a background investigation prior to allowing them on facility property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all security personnel received certification from the Department of Criminal Justice Services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility have a security director or other person responsible for security issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a policy establishing who is responsible for declaring an emergency both during working hours and after hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there procedures that detail security personnel with their role and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are security personnel armed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there "Use of Force" continuum procedures in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can security personnel readily contact someone for emergency assistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the locations of utilities known to security or supervisory personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there more than one communications system used exclusively by security personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are routine security checks of the facility required and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Are Capitol Police involved in the development of security plans and/or critical incident procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Alarm / Fire Detection Systems

	Yes	No	N/A	Comments
Is the fire alarm system integrated with the access control system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all false activations examined by the facility for causative factors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a minimum 48 hour back-up battery emergency power source for all alarms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the emergency power source activate automatically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are security components backed up by one or more emergency power sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are safes and vaults integrated into the alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have facility personnel received proper training in the use of fire extinguishers or fire hoses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the security alarm is audible, does the alarm system intone differently than the fire alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees trained in how to respond to the various alarms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are important telephone numbers, special admittance permissions, names of terminated employees and other significant information made available daily to security personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does an alarm system exist that alerts in cases of extreme temperature changes within the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Medical & Medical Emergencies

	Yes	No	N/A	Comments
Is first aid equipment available throughout the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Is there policy giving someone the responsibility of meeting the rescue squad and leading them to the individual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are facility personnel trained in the use of first aid equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other

	Yes	No	N/A	Comments
Are any sensitive documents or systems provided with additional security?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are elevators programmed to bypass certain floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any public waiting rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do trash receptacles allow easy concealment of hazardous devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a large amount of cash maintained in the facility overnight or on weekends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an adequate safe, vault or strongbox within the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are safes weighing less than 750 pounds securely fastened to the floor, wall, or set in concrete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility have a public address system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Preparedness / Crisis Planning

	Yes	No	N/A	Comments
Does the facility have an emergency action plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a senior management level person designated with responsibility to insure preparedness and coordination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have a copy of the plans been made available to local law enforcement tactical units and/or emergency services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Is the authority and chain of command clearly defined and in the emergency action plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the SOP establish a procedure for handling medical emergencies involving the general public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the plan include a facility blueprint/floor plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a designated employee to coordinate any emergency response in their assigned area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In the event of an evacuation, does the plan include accountability by a Floor Captain of all personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all employees received training in their appropriate response in the event of a critical incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are assembly areas different for fire incidents rather than for terrorist or other violent incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the emergency action plan taken into account emergency communication needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable, is there a hazardous material release plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the emergency action plan detail the handling of bomb threats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Policy Considerations

Miscellaneous	Yes	No	N/A	Comments
Does the facility have an Internet web site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the web site divulge security or facility information that could be exploited or misused?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is computer/ network data backed up and stored off-site daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is proprietary information stored off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a records recovery plan to insure continuity of services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility have a current Continuity of Operations Plan (COOP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Is there a plan to restore critical functions quickly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there plans for temporary relocation and business resumption in the event of a critical incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have exercises been conducted to test the plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are confidential documents shredded before being discarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the facility closes, is there a procedure to ensure the facility is vacant prior to leaving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are communications between security personnel adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are public restrooms routinely inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are safe combinations changed when personnel terminate employment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is an armed escort(s) used to make bank deposits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Workplace Violence	Yes	No	N/A	Comments
Is there policy which defines and addresses workplace violence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a policy that identifies different types of threats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there periodic training on workplace violence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a policy and procedure on active shooter scenarios?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a policy and procedure on hostage situation scenarios?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reporting Procedures	Yes	No	N/A	Comments
Is there policy on immediately notifying law enforcement if a situation poses an immediate threat to life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there policy to notify management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Is there a policy to notify security and human resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Building Evacuation	Yes	No	N/A	Comments
Is there a policy and plan to evacuate under the following listed conditions?				
1. Fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Threats of any kind (via telephone, in person, email or mail).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Suspicious packages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Incidents of workplace violence / armed intruder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Severe weather.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Other incidents which could reasonably cause harm to the structure or its occupants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are periodic fire and evacuation drills held?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there policy on designated evacuation routes (these should also be posted in elevator lobbies).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a designated evacuation point out of the "Danger Zone", with a building or other protective structure separating evacuees from the threat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a preferred method for reporting fires (utilize pull-stations or call the Fire Department)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees know the location of fire extinguishers in the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there policy in place not to use elevators during an evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In buildings housing multiple agencies, does each agency evacuation plan match the building evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are shelter-in-place procedures planned as a potential option for emergency situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Bomb Threat	Yes	No	N/A	Comments
Is there policy that designates who will decide on evacuation or shelter in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there policy that permits non-evacuation as one of the response criteria?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a proper evaluation protocol to determine response?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a requirement that employees check their assigned work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a search of the evacuation area prior to use to ensure the area is safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a restriction of electronic transmitting device usage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there policy on notifying law enforcement and management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a policy instructing personnel not to use the telephone after receiving the call?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a bomb threat check list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there policy on not pulling the fire alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Employees and Contractors	Yes	No	N/A	Comments
Are employees and contractors provided training on security related policies and or procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a policy requiring criminal history background checks for all employees and contractors working in critical infrastructure, with sensitive systems, or sensitive security information? Does the policy have standard adjudication criteria?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a policy requiring a criminal history background check for all contract employees working after hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	