

This assessment is a tool that can help your institution identify areas of strength in your overall security and areas that may need some improvement. It includes an assessment of management and your institution, the buildings and grounds, training of your staff and volunteers, special events at your facility and data security.

Management and Institution (Assign 1 Point for Each Box Checked)

Check if Assessed	Assessment	Points
<input type="checkbox"/>	Local law enforcement has been contacted to perform a free security assessment at your facility.	
<input type="checkbox"/>	A safety/security team has been developed with defined responsibilities to address any issues.	
<input type="checkbox"/>	A checklist has been established to secure the building and property after hours.	
<input type="checkbox"/>	Periodic safety/security meetings are scheduled to discuss any issues, tabletop discussions of training exercises and ongoing training.	
Subtotal		

Comments/Notes

Needs improvement (0-2 pts) Effective (3 pts) Highly Effective (4 pts)

Buildings and Grounds (Assign 1 Point for Each Box Checked)

Check if Present	Red Flag	Points
<input type="checkbox"/>	A central station security system has been installed, including monitored interior and exterior cameras.	
<input type="checkbox"/>	All buildings are kept locked when not in use.	
<input type="checkbox"/>	Grounds are kept free of overgrown vegetation, areas where lighting is inadequate and other areas for concealment.	
<input type="checkbox"/>	Found out about the position without clear connection or "dropped in."	
<input type="checkbox"/>	Visitors must be buzzed in and sign in when entering.	
<input type="checkbox"/>	Local law enforcement has been requested to conduct regular drive-by patrols and given the facility's Wi-Fi password and encouraged to use the parking lot for paperwork.	
Subtotal		

Comments/Notes

Needs improvement (0-3 pts) Effective (4-5 pts) Highly Effective (6 pts)

Special Events (Assign 1 Point for Each Box Checked)

Check if Present	Red Flag	Points
<input type="checkbox"/>	Your organization conducts background checks on all staff/volunteers who handle money and/or interact with children.	
<input type="checkbox"/>	The parking areas are monitored by the safety/security team or a hired security company.	
<input type="checkbox"/>	An Emergency Preparedness Program has been established and shared with local law enforcement.	
<input type="checkbox"/>	Rules for visitors are clearly posted.	
<input type="checkbox"/>	Your organization has building use agreements signed and collected COIs that have a hold harmless, and your organization is named as an additional insured.	
Subtotal		

Comments/Notes

Needs improvement (0-2 pts) Effective (3-4 pts) Highly Effective (5 pts)

Training (Assign 1 Point for Each Box Checked)

Check if Present	Red Flag	Points
<input type="checkbox"/>	Your safety/security team has individuals with a security military background and experience.	
<input type="checkbox"/>	Staff is trained on how to identify a security risk, how to deescalate a situation and how to respond and communicate.	
<input type="checkbox"/>	Regular security sweeps of the buildings and grounds are conducted.	
<input type="checkbox"/>	Clear communication between the safety/security team and the facility has been developed and implemented.	
<input type="checkbox"/>	Training SIMs and table-top discussions are conducted to fine-tune the security program.	
Subtotal		

Comments/Notes

Needs improvement (0-2 pts) Effective (3-4 pts) Highly Effective (5 pts)

Cyber Security (Assign 1 Point for Each Box Checked)

Check if Present	Red Flag	Points
<input type="checkbox"/>	A data security plan has been developed and implemented to protect the organization.	
<input type="checkbox"/>	Your organization stores its data off-site and maintains an off-site backup.	
<input type="checkbox"/>	Appropriate antivirus/anti-malware software is used.	
<input type="checkbox"/>	All computers are monitored and scanned, and software is kept up to date.	
<input type="checkbox"/>	Your organization has building use agreements signed and collected COIs that have a hold harmless, and your organization is named as an additional insured.	
Subtotal		

Comments/Notes

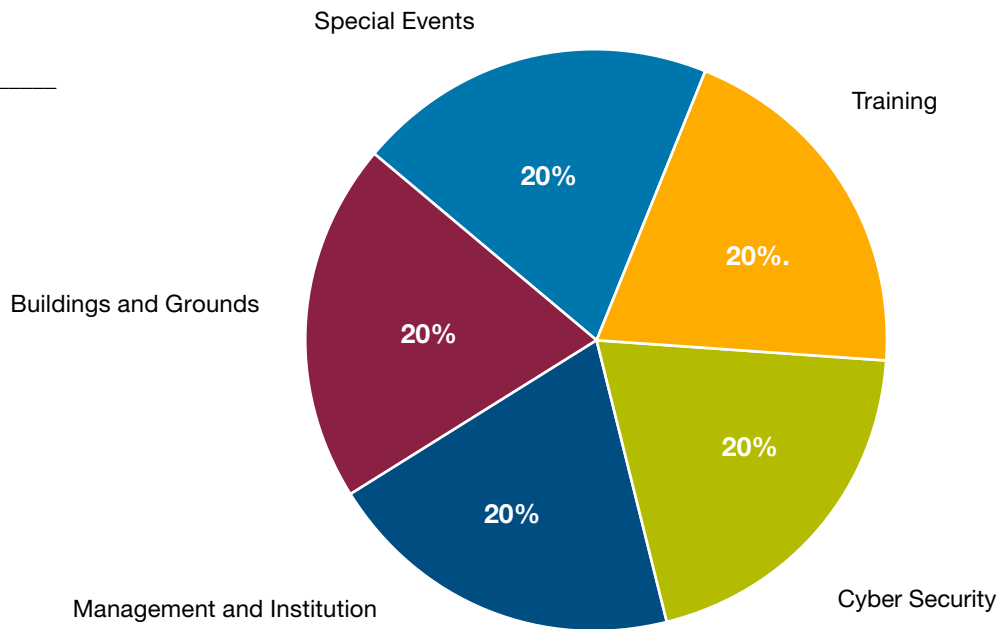
- Needs improvement (0-2 pts) Effective (3-4 pts) Highly Effective (5 pts)

Risk Grading

Apply the applicant Grand Total score to the following chart. (25 Total Points from Each Subtotals)

- Needs improvement (0-16 pts) Effective (17-21 pts) Highly Effective (22-25 pts)

Grand Total _____



Recommended Action Based on Chart _____

Signature _____

Date _____