Vulnerability Self-Assessment Tool

Organization Name: _____

Address of Facility: _____

Threat Identification

Instructions: From the list below, select all threats that apply to your facility. This may include threats that your facility has not experienced but is susceptible to, or threats that your facility has already experienced. If your facility has first-hand experience with any of the listed threats, please describe it in the "Comments" box.

Threats	Comments
☐ Suspicious Behavior	
☐ Graffiti	
☐ Vandalism	
☐ Harassment	
☐ Assault	
☐ Intimidation	
☐ Robbery, Burglary, or Larceny-Theft	
☐ Offensive Mailings or Leaflets	
☐ Bomb Threat	
☐ Arson	
☐ Active Shooter	
☐ Homemade Explosives	
☐ Straight Edged Weapons and Knives	
☐ Vehicle-Ramming	
☐ Other (please explain)	

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Security Measures

Instructions: Complete the checklists below by using the "Response" box to indicate which security measures you do or do not have in place. Use the "Comments" box to include any additional information you deem relevant.

General Questions		
These measures focus on your facility's overall security posture.		
Security Measure	Response	Comments
□ Your facility has invested in security already (e.g. CCTV; security staff or guards; electronic access controls; etc.)	□ Yes □ No □ N/A	
□ A Facility Security Committee has been established	□ Yes □ No □ N/A	
□ A security focused culture is promoted	□ Yes □ No □ N/A	
□ Suspicious Activity is reported to appropriate authorities	□ Yes □ No □ N/A	
Other (please explain)		

Perimeter and Internal Security Measures		
These measures focus on designating and/or restricting access on the grounds of, at the perimeter of, and within the facility. Ensuring these proper measures are in place helps staff and visitors monitor individuals and identify suspicious behaviors.		
Security Measure	Response	Comments
□ Access into the facility is controlled	□ Yes □ No □ N/A	
□ Internal and external doors have functioning locks	□ Yes □ No □ N/A	
□ All visitors are required to sign-in and be escorted if appropriate	□ Yes □ No □ N/A	
□ All doors and rooms/windows are uniformly labeled on both sides to aid in emergency response	□ Yes □ No □ N/A	
□ Evacuation routes are posted next to all doors	□ Yes □ No □ N/A	
□ Lists of prohibited items (e.g. weapons) are posted at points of entry	□ Yes □ No □ N/A	

	Security Measure	Response		Comments
☐	Rooms that can provide safe haven have been identified (e.g. have "hard corners" or minimal doors/windows); these rooms should lock easily	☐	Yes	
		☐	No	
		☐	N/A	
☐	Interior and exterior lighting is adequate to provide a safe environment	☐	Yes	
		☐	No	
		☐	N/A	
☐	Landscaping (e.g. trees, bushes) is maintained to minimize areas to hide or obstruct views	☐	Yes	
		☐	No	
		☐	N/A	
☐	Bus and other drop-off zones take place in areas away from parking areas and roadways	☐	Yes	
		☐	No	
		☐	N/A	
☐	Speedbumps and other techniques are used to slow vehicular movements on the grounds	☐	Yes	
		☐	No	
		☐	N/A	
☐	Anti-vehicle bollards have been implemented or considered	☐	Yes	
		☐	No	
		☐	N/A	
☐	Grounds and parking lots are fenced in where appropriate	☐	Yes	
		☐	No	
		☐	N/A	
	Other (please explain)			

Surveillance and Emergency Response Capabilities

This focus area is driven by technology and the use of it to ensure security on-site. Cameras, emergency notification systems, and methods of communication all assist in response efforts.

	Security Measure	Response		Comments
☐	Staff participate in security by monitoring their surroundings and regularly inspecting hallways, classrooms and stairwells for suspicious items and behavior	☐	Yes	
		☐	No	
		☐	N/A	
☐	Your organization uses phone trees during emergencies to maintain an informed, well-connected workforce and community	☐	Yes	
		☐	No	
		☐	N/A	
☐	A facility-wide public address (PA) system has been installed	☐	Yes	
		☐	No	
		☐	N/A	
☐	Your facility has incorporated panic or duress buttons in locations where staff interact with visitors	☐	Yes	
		☐	No	
		☐	N/A	
☐	Closed-Circuit Television (CCTV) cameras are installed and can record for at least 30 days	☐	Yes	
		☐	No	
		☐	N/A	
	Other (please explain)			

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Training and Awareness Any trainings, outreach initiatives, and awareness efforts are key to making sure staff and visitors know what to do, where to go, and how to respond to an incident on-site.		
Security Measure	Response	Comments
☐ Fire, evacuation, and other emergency drills are regularly conducted	☐ Yes ☐ No ☐ N/A	
☐ Staff and visitors, where appropriate, are trained on identifying suspicious activities and familiar with the "See Something Say Something" program	☐ Yes ☐ No ☐ N/A	
☐ Staff are trained on and provided checklists of what information to document during a bomb threat	☐ Yes ☐ No ☐ N/A	
☐ Staff are trained on the *Run, Hide, Fight* method	☐ Yes ☐ No ☐ N/A	
☐ Staff are trained to provide first aid, including CPR with AED and "Stop the Bleed"	☐ Yes ☐ No ☐ N/A	
☐ Staff are trained on identifying alternate evacuation routes and muster points	☐ Yes ☐ No ☐ N/A	
☐ Staff are trained on identifying suspicious mail and packages	☐ Yes ☐ No ☐ N/A	
Other (please explain)		