**Non-Profit Security Grant Program**

**Non-Profit Vulnerability Assessment Worksheet**

Applications for the Homeland Security Non-Profit Security Grant Program (NSGP) requires the submission of a Vulnerability Assessment, as part of the application package. Assessments should cover such general areas as threats, vulnerabilities, and mitigation options (security systems, perimeter, lighting, and physical protection).

This Vulnerability Assessment Worksheet may be used as the requirement for the NSGP grant application, or the jurisdiction may use other methods of a vulnerability assessment. Each application/location will require a separate Vulnerability Assessment.

**Any vulnerability assessment provided to the Mississippi Office of Homeland Security should be performed by individuals with a security or law enforcement backgrounds.**

**The Non-Profit Security Grant Program is centered around terrorism or acts of terrorism and not criminal acts.**

**Terrorism** is unlawful use of violence, especially against civilians, in the forms of violence or threats to further political, social, or ideological objectives. Intimidation or instilling fear to individuals.

**Criminal Acts** are acts of vandalism, assaults and/or thefts. Attach any photos, news articles or police reports that may validate the incidents.

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**General Information:**

Non-Profit Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Visit Conducted (Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessment Participants:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Title: | Email: | Phone: |
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**Site Statistics:**

Organization Type: \_\_\_\_ Place of Worship \_\_\_\_ Educational/School \_\_\_\_Medical Facility

 \_\_\_\_ Community Center \_\_\_\_ Museum \_\_\_\_ Daycare

 \_\_\_\_ Day/Summer Camp \_\_\_\_ Social Service \_\_\_\_ Senior Residence

 \_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Congregants/Students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Employees/Volunteers: \_\_\_\_\_\_\_\_\_\_\_\_\_

Average Number of Guests Per Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outreach Programs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When was your last security assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designated Security Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your organization have a Security Board? \_\_\_\_ Yes \_\_\_\_ No

Number of Floors to the organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Square Feet of the location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Owned or Rented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Threat Assessment:** List any acts of terrorism against persons or property directed at the organization and/or non-profit site during the last (5) five years.

|  |  |
| --- | --- |
| Incident and Date of Incident: | Describe the Impact to the Non-Profit Organization |
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**Vulnerability Assessment:** The vulnerability assessor should review all questions, perform an assessment of the site location, and report all vulnerabilities with the organization. The following questions should be completed by the accessor with any notes needed for the organization.

Security Emergency Management:

|  |  |  |
| --- | --- | --- |
| Assessment Questions: | Yes/No | Notes: |
| Does the organization have a security manager, security committee to make security management decisions? |  |  |
| Does the organization have written security and emergency plans in place? |  |  |
| Are staff, employees, volunteers trained on security and emergency plans? |  |  |
| Has the security team (if available) coordinated plans with local law enforcement? |  |  |
| Does the organization perform security exercises for training purposes? |  |  |
| Does the organization have lockdown, lock out and shelter in place procedures in place? |  |  |
| Does the organization have mass notification capabilities, such as loudspeakers or communication systems? |  |  |
| Does the organization have crisis communications plans and procedures? |  |  |
| Does the organization participate in any outside security training or working groups? |  |  |
| Does the organization receive threat information, security-related bulletins, advisories, or alerts from an external source? |  |  |
| Does the organization conduct security checks on staff, employees, or volunteers? |  |  |
| Does the organization have procedures in place for active shooter incidents? |  |  |
| Does the organization have procedure in place for bomb threats or suspicious items? |  |  |
| Does the organization have rally points in place of an emergency? |  |  |
| Does the organization have procedures for cash management and cash collection? |  |  |
| Does the organization have mail procedures in place for suspicious mail or deliveries? |  |  |
| Does the organization have procedures in place for drop off/pick up in place for children? |  |  |
| Does the organization have identification processes for all employees, staff and/or volunteers? |  |  |
| Does the organization have opening and closing procedures in place? |  |  |

**Additional Information:**

Security Force:

|  |  |  |
| --- | --- | --- |
| Assessment Questions:  | Yes/No | Notes: |
| Does the organization have a security team to carry out security operations? |  |  |
| Does the Organization have staff roles assigned for the security team? |  |  |
| What training has the security team (if available) participated in? |  |  |
| Does the security team access the areas of the organization before meetings, events, and gatherings? |  |  |
| Does the security team have communications, equipment, and alarms? |  |  |
| Does the organization assign security personnel to the location during meetings, events, and gatherings? |  |  |
| Does the security team have designated posts, patrols, and instructions of security tasks? |  |  |
| Are ushers, greeters or volunteers trained in security awareness and threat detection? |  |  |
| Are their mechanisms in place for staff, employees, volunteers or gathers in place to alert security staff that raise behavior concerns or security concerns? |  |  |

**Additional Information:**

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Perimeter and Access Control Assessment:

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| --- | --- | --- |
| Assessment Questions:  | Yes/No | Notes: |
| Does the site, facility or installations have a defined perimeter?  |  |  |
| Does the site have perimeter fencing, and is the fencing maintained? |  |  |
| Is the perimeter clear of vegetation and debris? |  |  |
| Does the organization have a clear line of site throughout the property? |  |  |
| Are there deficiencies in the security perimeter? |  |  |
| Are Intrusion Detection System sensors integrated into the perimeter? |  |  |
| Does the organization address all vehicle and pedestrian entry points (Entry and Exit)? |  |  |
| Does the site have high-speed roadways that could be used as an approach? |  |  |
| Does the site and/or facility have illumination at potential entry and exit areas? |  |  |
| Is the perimeter illuminated or are there dark areas? |  |  |
| Is the perimeter of the organization checked regularly by staff, volunteers, members, or security? |  |  |
| Does the organization always have open entry to site or are there gates? |  |  |
| If the organization has a playground, is the playground secure with perimeter fencing? |  |  |
| If the organization has a playground, does the playground have a PA or communication system for announcements? |  |  |
| Does the organization have procedures in place for individuals walking on site or entering site? |  |  |

**Additional Information:**

Parking, Barriers, and Lighting:

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| --- | --- | --- |
| Assessment Questions:  | Yes/No | Notes: |
| Are vehicles at the organization monitored? |  |  |
| Does the organization have procedures in place for vehicles that are parked for an extended amount of time? |  |  |
| Does the organization have barriers or bollards in front of main doorways? |  |  |
| Is the parking lot illuminated? |  |  |
| Are doorways illuminated for security and safety? |  |  |
| Are pathways illuminated for security and safety? |  |  |
| Are all critical areas around the organization illuminated? |  |  |
| Is the lighting adequate to assist camera systems to detect and identify activities around the site? |  |  |

**Additional Information:**

Main Entry and Exits/Entry Control:

|  |  |  |
| --- | --- | --- |
| Assessment Questions:  | Yes/No | Notes: |
| Are the main doors to the organization lockable? |  |  |
| Are all locks in working order? |  |  |
| Does the organization have access panels? |  |  |
| Does the organization have an intercom system for the main entrance? |  |  |
| Does the organization have peep holes in the doorways? |  |  |
| Are entry and exits locked during meetings, events or services to prevent unauthorized persons from entering? |  |  |
| Can access doors be easily closed and locked to prevent intrusion? |  |  |
| Do exterior doors have handles that can be tied or chained together to prevent evacuation or access by first responders?Does the organization have a security system in place? |  |  |
| If the organization has a security system, does the system have an alert capability to notify first responders? |  |  |
| Are there evacuation routes posted in the case of an emergency? |  |  |
| Does the interior of the facility have easy access multiple exits?  |  |  |
| Are windows locked? And checked regularly? |  |  |
| Are areas around the organization checked for concealment areas? |  |  |

**Additional Information:**

Closed Circuit Video/Video Surveillance Systems:

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| --- | --- | --- |
| Assessment Questions:  | Yes/No | Notes: |
| Does the organization have a camera system? |  |  |
| Is the system monitored during meetings, events, and gatherings? |  |  |
| Does the system record? |  |  |
| What is the overall condition of the camera systems? |  |  |
| Are their areas around the facility that are not show or covered by the video system? |  |  |
| Does the system communicate with local law enforcement? |  |  |
| Does the organization have procedures in place if there are suspicious activity seen on the video system? |  |  |

**Additional Information:**

Other Areas of Concern:

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| --- | --- | --- |
| Assessment Questions:  | Yes/No | Notes: |
| Is the organizations gas main valves secured and protected? |  |  |
| Is the organizations electrical system secured and protected? |  |  |
| Is the organizations generator secured and protected? Along with fuel? |  |  |
| Is the organizations roof access controlled and locked? |  |  |
| Fire Alarms? Working? |  |  |
| First Aid Kits? |  |  |
| Fire Extinguishers? Charged and Active? |  |  |
| Panic Buttons? Working? |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |

**Additional Information:**

**Mitigation/Security Hardening Opportunities:** This section should be used for the organization to identify vulnerabilities and consider targeting hardening options that could be used to provide a more secure site/facility or location. The above assessment should be used to help identify areas for improvement. Vulnerabilities and opportunities should be discussed with security individuals or security teams, if available.

**Vulnerability: Area that the organization may have potential vulnerability in the event of terrorism.**

**Security Hardening Opportunity: Item or solution to take the vulnerability to a capability or security measure.**

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| --- |
| Vulnerabilities and Security Hardening Opportunities: |
| Vulnerability 1: |
| Security Hardening Opportunity: |
| Vulnerability 2: |
| Security Hardening Opportunity: |
| Vulnerability 3:  |
| Security Hardening Opportunity: |
| Vulnerability 4: |
| Security Hardening Opportunity: |