

## Vulnerability Assessment

### Campus Student Safety Grant Program Am. Sub. H.B 96

*Please note: Prior vulnerability assessments conducted by experienced security (including Ohio Homeland Security), law enforcement, or military personnel, may be used if they were conducted on or after January 1, 2023. If a previous assessment from this time period is used, it must be attached with the submission and this form still must be filled out using the previous assessment.*

#### Instructions for completing the Vulnerability Assessment

1- Report population at **peak attendance** (maximum capacity).

Example: The facility has a population of around 150 that meets regularly throughout the year. The facility also hosts (2) short-term, special events during the year that have an attendance of up to 750. The population should be reported, at its peak, of 750.

2- Report **vulnerabilities** at the weakest part of the asset.

Example: The property is surrounded by a fence that is completely intact and has 5 openings; 4 openings have gates and one opening is unsecured. In this case, the weakest component of the fence system is the unsecured opening and the entire asset would be considered unsecured.

3- Attach an **aerial map** showing the perimeter and layout around the site.

4- Submit this assessment electronically with other application documents to:

[schoolsafetygrants@dps.ohio.gov](mailto:schoolsafetygrants@dps.ohio.gov).

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**Name of individual conducting assessment:** \_\_\_\_\_

**Title of person conducting assessment:** \_\_\_\_\_

**Experienced Security/Law Enforcement/Military:** \_\_\_\_\_

Answer each question below. (Responses to questions that are partially ‘yes’ or partially ‘no’ should be considered as ‘no.’)

#### **FACILITY INFORMATION**

1. In which city is the facility located?

\_\_\_\_\_

2. What is the maximum facility population at any one time?

\_\_\_\_\_

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3. Does this asset have a significant symbolic and/or psychological impact?
  - Symbolic
  - Psychological

**FACILITY THREATS AND HAZARDS**

1. Has the facility been free of vandalism within the past five (5) years?
  - No
    - a. Describe: \_\_\_\_\_
  - Yes
2. Has the facility been free of any threats within the past five (5) years?
  - No
    - a. Describe: \_\_\_\_\_
  - Yes

**FACILITY OPERATIONS**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #3, #4, #67, #68, #77, #78, #79 and #84. Any additional items must be justified within the application.**

1. Are events from external sources prohibited? (i.e., community events, recreational activities, meetings, private gatherings such as weddings and family reunions)
  - No
  - Yes
2. Does the facility assign personnel to monitor activities (i.e., beginning/end of business day, passing periods, and after-hours events)?
  - No
  - Yes

**POLICY AND PROCEDURE MANUALS**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #75, #76 and #79. Any additional items must be justified within the application.**

1. Does the facility have a written Emergency Operation/ Emergency Action Plan?
  - No
  - Yes
2. Does the facility have a written security policy?
  - No
  - Yes

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3. Is the security policy regularly reviewed and updated?
  - No
  - Yes
4. Are safety drills conducted?
  - No
  - Yes
5. Does the facility hold active aggressor training?
  - No
  - Yes
6. Does the facility have a system / procedures in place for lockdowns?
  - No
  - Yes
7. Are staff (and, if applicable, security personnel) adequately trained on how to activate the lockdown system?
  - No
  - Yes

### **BAG CHECK POLICY**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: : #3, #66, #68 #76, #77, #78 and #79. Any additional items must be justified within the application.**

1. Is a written bag policy in place?
  - No
  - Yes
2. Does the facility have policies for conducting searches for weapons, drugs, and other contraband?
  - No
  - Yes

### **FIRST RESPONDERS**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #75, #79 and #83. Any additional items must be justified within the application.**

1. Have local first responders toured the facility?
  - No
  - Yes
2. Is there a method for emergency responders to gain access to the facility after business hours?
  - No
  - Yes

**INFORMATION SHARING**

1. Does the facility exchange security and threat information with external agencies?  
 No  
 Yes
2. Have floor plans and site plans been provided to first responders?  
 No  
 Yes

**MASS NOTIFICATION SYSTEM / EMERGENCY COMMUNICATIONS**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #2, #29, #30, #32, #46, #61, #69, #76, #77, #78, and #79. Any additional items must be justified within the application.**

1. Is a functioning public address system in place that allows the office (or central location) to communicate to the whole facility?  
 No  
 Yes
2. Is the staff trained to use the Public Address (PA) and or duress system?  
 No  
 Yes
3. Is there a public address system that can be heard outside the building?  
 No  
 Yes
4. Are all rooms able to communicate with the command center, front office, first responders, etc.?  
 No  
 Yes
5. Does the phone system allow a 911 call to be placed without entering a passcode or dialing for an outside line (E911 system)?  
 No  
 Yes
6. Are the facility's telephones pre-programmed with emergency contact numbers?  
 No  
 Yes
7. Is a "duress" system or panic button available in the office that alerts law enforcement?  
 No  
 Yes

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8. Does the “duress” system or panic buttons alert security personnel in the security control room?
  - No
  - Yes
9. Is the “duress” system or panic button available in every room that may have people present?
  - No
  - Yes
10. Is the “duress” system or panic button able to generate a camera stream with computer pop-up messages so responding personnel can see a live view of the activation area?
  - No
  - Yes
11. Are hand-held 2-way radios/MARCS Radios used?
  - No
  - Yes
12. Are there intrusion alarms (door alarms, window bugs, glass break sensors) on the building?
  - No
  - Yes
13. Does the “duress” system or panic button work properly and is it tested and serviced on a regular basis?
  - No
  - Yes

### **SECURITY FORCE / DEPARTMENT**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #75, #79 and #84. Any additional items must be justified within the application.**

1. Does the facility have a security manager or security department?
  - No
  - Yes
2. Is there security staff or law enforcement on duty during business hours? Nonbusiness hours?
  - No
  - Yes
3. Is there a security force?
  - No
  - Yes
4. Does the facility’s security force have static posts?
  - No
  - Yes

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5. Does the facility's security force have roving patrols?  
 No  
 Yes
6. Does the security force receive training?  
 No  
 Yes
7. Does the protective force have standard operating procedure manuals?  
 No  
 Yes
8. Does the protective force provide security escorts for visitors/employees?  
 No  
 Yes
9. Are security force personnel licensed or sworn?  
 No  
 Yes
10. Are yearly background checks conducted on licensed contract private security?  
 No  
 Yes
11. Do roving patrols report suspicious items and activity?  
 No  
 Yes

### **ACCESS CONTROL**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #3, #4, #14, #56, #58, #62, #63, #64, #65, #67, #76, #77, #78, #79, and #80. Any additional items must be justified within the application.**

1. Is there controlled access into the building?  
 No  
 Yes
2. Are any exterior doors secured with electronic access control devices?  
 No  
 Yes
3. Is there a doorbell or other entry notification device located at the main entrance?  
 No  
 Yes
4. Is there a secure vestibule that separates the main entry from full building access?  
 No  
 Yes

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5. Are access badges or FOBS issued?
  - No
  - Yes
6. Are multiple access levels in place based on need?
  - No
  - Yes
7. Does a system exist for removing terminated employees from a database?
  - No
  - Yes
8. Is the access control database regularly reviewed for accuracy?
  - No
  - Yes
9. Are access activity reports reviewed regularly?
  - No
  - Yes
10. Are after-hours access to the facility limited/monitored?
  - No
  - Yes
11. Do room doors have a door lock or door barricade device that can be locked?
  - No
  - Yes
12. Is there a backup power supply source for the access control systems?
  - No
  - Yes

### **SECURITY CONTROL ROOM**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #8, #9, #10, #11, #12, #13, #26, #63, #64, #65, #66, #76, #77, #78 and #79. Any additional items must be justified within the application.**

1. Is there a designated security control room and console in place to monitor security, fire alarm, and other building systems?
  - No
  - Yes
2. Is the location of the security room in a secure area with controlled and restricted access?
  - No
  - Yes

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3. Is the security control room staffed continuously?  
 No  
 Yes
4. Are the security control room's access doors continuously locked to prevent unauthorized entry?  
 No  
 Yes

**VIDEO SURVEILLANCE**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #1, #8, #9, #10, #11, #12, #13, #66, #76, #77, #78 and #79. Any additional items must be justified within the application.**

1. Is there a video surveillance system in use?  
 No  
 Yes
2. Is the system expandable?  
 No  
 Yes
3. Are camera images recorded?  
 No  
 Yes
4. Can the video system's storage capacity hold 30 days of video?  
 No  
 Yes
5. Are the cameras actively monitored?  
 No  
 Yes
6. Is the surveillance system networked and capable of remote monitoring by authorized personnel and first responders?  
 No  
 Yes
7. Can the system export historical video for forensic review?  
 No  
 Yes

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8. Are the critical components of the system (recording devices, power supplies, etc.) in a secured location?
  - No
  - Yes
9. Have staff members been adequately trained on using the system?
  - No
  - Yes
10. Is there video coverage for all exterior doors?
  - No
  - Yes
11. Is there video coverage of the full building exterior?
  - No
  - Yes
12. Are security cameras in the vestibule?
  - No
  - Yes
13. Is there video coverage for all common areas?
  - No
  - Yes
14. Is there video coverage of restroom entries and stairwells?
  - No
  - Yes
15. Is there video coverage of all halls and cross halls?
  - No
  - Yes
16. Is there video coverage of high liability risk areas?
  - No
  - Yes
17. Is the facility's camera system regularly inspected and maintained?
  - No
  - Yes
18. Do the cameras have pan/tilt/zoom or panoramic capabilities?
  - No
  - Yes
19. Is there emergency backup power for cameras?
  - No
  - Yes

**PERIMETER**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #3, #58, #60, #66, #67, #76, #77, #78 and #80. Any additional items must be justified within the application.**

1. Is the property line free of debris?
  - No
  - Yes
2. Is the landscaping trimmed to allow direct line of sight in and out of the building?
  - No
  - Yes
3. Is there a perimeter fence or other type of barrier in place around the entire site?
  - No
  - Yes
4. Are there weak areas or breaches in the fence or barrier?
  - No
  - Yes
5. Are there openings in the fence or barrier controlled by gates?
  - No
  - Yes
6. Are the gates locked?
  - No
  - Yes
7. Are there bollards or other barriers protecting the building face from vehicular intrusion?
  - No
  - Yes

**FACILITY LIGHTING**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #60, #76, #77 and #78. Any additional items must be justified within the application.**

1. Is the lighting adequate, from a security perspective, for roadway access and parking areas?
  - No
  - Yes
2. Are pathways around the site illuminated to assist with movement and safety?
  - No
  - Yes
3. Is there adequate lighting around the exterior of the facility?
  - No
  - Yes

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4. Is there adequate lighting at exterior doors?

- No
- Yes

### **PARKING / PARKING LOTS**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #26, #45, #64, #67, #68, #76, #77, #78, #79, #80 and #84. Any additional items must be justified within the application.**

1. Is the parking lot patrolled?

- No
- Yes

2. Are radios or other communication devices available for use by those on patrol?

- No
- Yes

3. Are vehicles that frequent the facility (employees, volunteers, etc.) identified by decals, hang tags?

- No
- Yes

4. Are vehicles parked at the building screened, monitored, and/or inspected?

- No
- Yes

5. Does the facility have a policy to address vehicles parked for an extended period or suspicious vehicles (e.g., reporting to security, local law enforcement, and tow company)?

- No
- Yes

6. Are high-speed avenues of approach restricted?

- No
- Yes

### **BUILDING ENVELOPE (DOORS, WINDOWS, ROOF)**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #55, #56, #58, #62, #65, #67, #76, #77, #78 and #79. Any additional items must be justified within the application.**

1. Do all exterior doors have working locks?

- No
- Yes

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2. Are all exterior doors locked during business hours?
  - No
  - Yes
3. Are all exterior doors identified by signage or other markings?
  - No
  - Yes
4. Are all exterior windows numbered?
  - No
  - Yes
5. Are windows in exterior doors and sidelights outfitted with safety film?
  - No
  - Yes
6. Does the location of the main entrance allow for staff or volunteers to visually monitor its use?
  - No
  - Yes
7. Is the main entrance pathway in direct line of sight of staff or volunteers?
  - No
  - Yes
8. Do room doors have a window so administration can see in, if applicable (schools, child care, etc.?)
  - No
  - Yes
9. Are openings or portals on the roof secured to deny entry?
  - No
  - Yes

### **VISITOR CONTROL**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #3, #4, #5, #6, #7, #14, #63, #68, #76, #77, #78 and #79. Any additional items must be justified within the application.**

1. Is a (paper and pen) sign-in system in place that collects the name, address and reason for visiting and is monitored by staff and/or volunteers?
  - No
  - Yes
2. Do all visitors present a proof of identification?
  - No
  - Yes

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3. Are all visitors handled in a consistent manner?
  - No
  - Yes
4. Are visitors issued a self-adhesive visitor pass, uniquely designed for the facility with a highly visible (from 3'-4' away) "DATE VALID?"
  - No
  - Yes
5. Is a computer-based sign-in system in place that collects the name, address and reason for visiting and is monitored by staff and/or volunteers?
  - No
  - Yes
6. Does the sign-in system check visitors' names against the National Sex Offenders Registry?
  - No
  - Yes
7. Are visitors required to be escorted at all times?
  - No
  - Yes
8. Are visitors/customers prevented from accessing unauthorized areas?
  - No
  - Yes
9. Does staff challenge or offer to assist people not wearing a visitor's pass or identification credentials?
  - No
  - Yes
10. Are all visitors required to sign out after their visit is complete?
  - No
  - Yes
11. Are visitor passes collected from visitors when they leave the building?
  - No
  - Yes
12. Do contractors working the facility have restricted access?
  - No
  - Yes

### **TECHNOLOGY**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #16, #17, #18, #19, #20, #21, #22, #23, #24, #25, #76, #77, #78 and #79. Any additional items must be justified within the application.**

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1. Is up-to-date anti-virus software loaded on all devices that connect to the server?
  - No
  - Yes
2. Are individual firewalls loaded on all devices that connect to the server?
  - No
  - Yes
3. Is a network firewall in place?
  - No
  - Yes
4. Has staff been trained on the proper use of cyber security and equipment?
  - No
  - Yes
5. Is an uninterruptible power supply (UPS) unit connected to crucial network equipment?
  - No
  - Yes
6. Is encryption software used for sending/receiving sensitive materials?
  - No
  - Yes

### **KEY CONTROL PROCEDURES**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #62, #77, #78, #79 and #82. Any additional items must be justified within the application.**

1. Is there a key control/management system? (i.e., inventory, securing spare keys)
  - No
  - Yes
2. Are all locks in good working order?
  - No
  - Yes
3. Are key audits conducted regularly?
  - No
  - Yes
4. Are master keys restricted to certain personnel?
  - No
  - Yes
5. Is there a system in place for retrieving keys from terminated employees and contractors?
  - No
  - Yes

**OTHER**

**Please refer to the Authorized Equipment List for a detailed description of all available options to purchase for this section. Those specific to this section include item: #37, #44, #54, #67, #76, #77, #78 and #79. Any additional items must be justified within the application.**

1. Is backup power connected to the security system in the event of a power failure?
  - No
  - Yes (Other - Generator)
2. Are background checks made on all new employees, volunteers and vendors?
  - No
  - Yes (Other – Fingerprint processing)
3. Does the facility have temporary barricading equipment?
  - No
  - Yes (Other – Barricade System)
4. If there are waste containers located around the building exterior, are they blast-resistant?
  - No
  - Yes

**After a review of this assessment, what recommendations were made to improve safety and security at this facility? (Please describe the recommendations below)**

Signature of the individual completing the assessment: \_\_\_\_\_