



HLS-CAM Survey



Appendix D: HLS-CAM Vulnerability Assessment Form

The purpose of this survey is to provide security observations. This report is only advisory and is not intended to identify all security weaknesses or to warrant the adequacy of all present and future security measures whether or not recommended.

Information contained in this report is confidential pursuant to applicable federal, state, and local statutes.

This assessment should be maintained as law- enforcement sensitive.



Facility Name:	
Street Address:	
City, State:	
County:	
Latitude/Longitude (Center of Site):	
Emergency Contact Person:	
24/7 Contact Telephone Number:	
Contact Facsimile Number:	
Contact Person Email Address:	
Policing Jurisdiction:	
Regulating Agency/Telephone:	
Average Number of Employees on Site Daily:	
Average Number of Visitors on Site Daily:	
Do Employees or Visitors occupy the Site 24 hours per day? (Y/N)	
Primary Contact:	
Type of Construction:	
Date of Assessment:	
Local HAZMAT Team Coordinator	
Contact Number	
Urban Search and Rescue Point of Contact	
Contact Number	

Survey/Assessment Conducted By:

Name	Agency	Assignment/Telephone



Facility/Infrastructure Type (check only one)

<input type="checkbox"/> Government Facility <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> County <input type="checkbox"/> City/local <input type="checkbox"/> Embassy/Consulate <input type="checkbox"/> Military Facility <input type="checkbox"/> Base <input type="checkbox"/> National Guard Armory <input type="checkbox"/> Bombing range <input type="checkbox"/> Educational Facility <input type="checkbox"/> College/university <input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Elementary School <input type="checkbox"/> Emergency Facility <input type="checkbox"/> Hospital <input type="checkbox"/> Other medical facility <input type="checkbox"/> Fire Department <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> Correctional Facility <input type="checkbox"/> Recreational Facility <input type="checkbox"/> Stadium/arena <input type="checkbox"/> Amusement park <input type="checkbox"/> Beach <input type="checkbox"/> Shopping mall	<input type="checkbox"/> Transportation Facility <input type="checkbox"/> Airport <input type="checkbox"/> Airfield <input type="checkbox"/> Port <input type="checkbox"/> Bus station <input type="checkbox"/> Railway <input type="checkbox"/> Truck terminal <input type="checkbox"/> Interstate highway <input type="checkbox"/> Bridge <input type="checkbox"/> Tunnel <input type="checkbox"/> Lock/dam <input type="checkbox"/> FAA navigation <input type="checkbox"/> Critical federal facility <input type="checkbox"/> Business/corporate facility <input type="checkbox"/> Industrial complex <input type="checkbox"/> Nuclear plant <input type="checkbox"/> Chemical storage facility <input type="checkbox"/> Crude oil refinery <input type="checkbox"/> Oil tank <input type="checkbox"/> Fuel depot <input type="checkbox"/> Power grid <input type="checkbox"/> Reservoir/water supply <input type="checkbox"/> Food storage/distribution center <input type="checkbox"/> Transmitter facility <input type="checkbox"/> Cable <input type="checkbox"/> Open air television <input type="checkbox"/> Radio <input type="checkbox"/> Network service provider <input type="checkbox"/> Phone relay system <input type="checkbox"/> Financial institution <input type="checkbox"/> Other (please list) Residence
--	--

Facility/Infrastructure Category (check all that apply)

<input type="checkbox"/> Telecommunications <input type="checkbox"/> Electrical power systems <input type="checkbox"/> Gas and oil production, storage, transportation <input type="checkbox"/> Banking/finance <input type="checkbox"/> Transportation	<input type="checkbox"/> Water supply systems <input type="checkbox"/> Emergency services <input type="checkbox"/> Continuity of government services <input type="checkbox"/> Commerce <input type="checkbox"/> Educational facilities
---	--

Facility/Infrastructure Commodities (check all that apply)

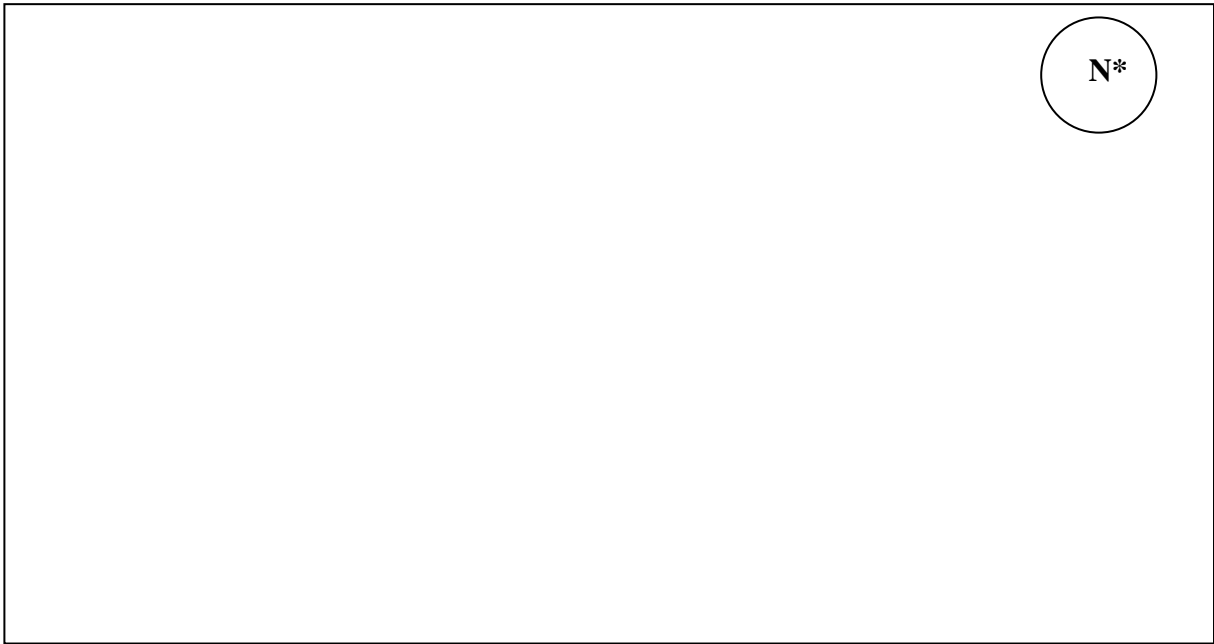
<input type="checkbox"/> Phone relay system <input type="checkbox"/> Cable <input type="checkbox"/> Cell phone relay tower(s) <input type="checkbox"/> Systems supplying power to 10,000+ <input type="checkbox"/> Systems supplying power to metropolitan areas <input type="checkbox"/> Supply electrical power for nuclear plants <input type="checkbox"/> Gas facilities servicing 10,000 + <input type="checkbox"/> Oil tanks <input type="checkbox"/> Pipelines/natural gas transmission lines <input type="checkbox"/> Computer mainframe(s) <input type="checkbox"/> Centralized information system(s) <input type="checkbox"/> Water supply <input type="checkbox"/> Hazardous materials	<input type="checkbox"/> Main aquifer(s) <input type="checkbox"/> Water holding tanks <input type="checkbox"/> Airplanes <input type="checkbox"/> Buses <input type="checkbox"/> Distribution vehicles <input type="checkbox"/> Emergency vehicles <input type="checkbox"/> Law enforcement <input type="checkbox"/> Governor/state officials <input type="checkbox"/> Key government officials <input type="checkbox"/> Ship(s) <input type="checkbox"/> Medical supplies <input type="checkbox"/> Agriculture <input type="checkbox"/> Power lines <input type="checkbox"/> Other (please list) Landscape
---	---

Facility/Infrastructure Impact (check one)

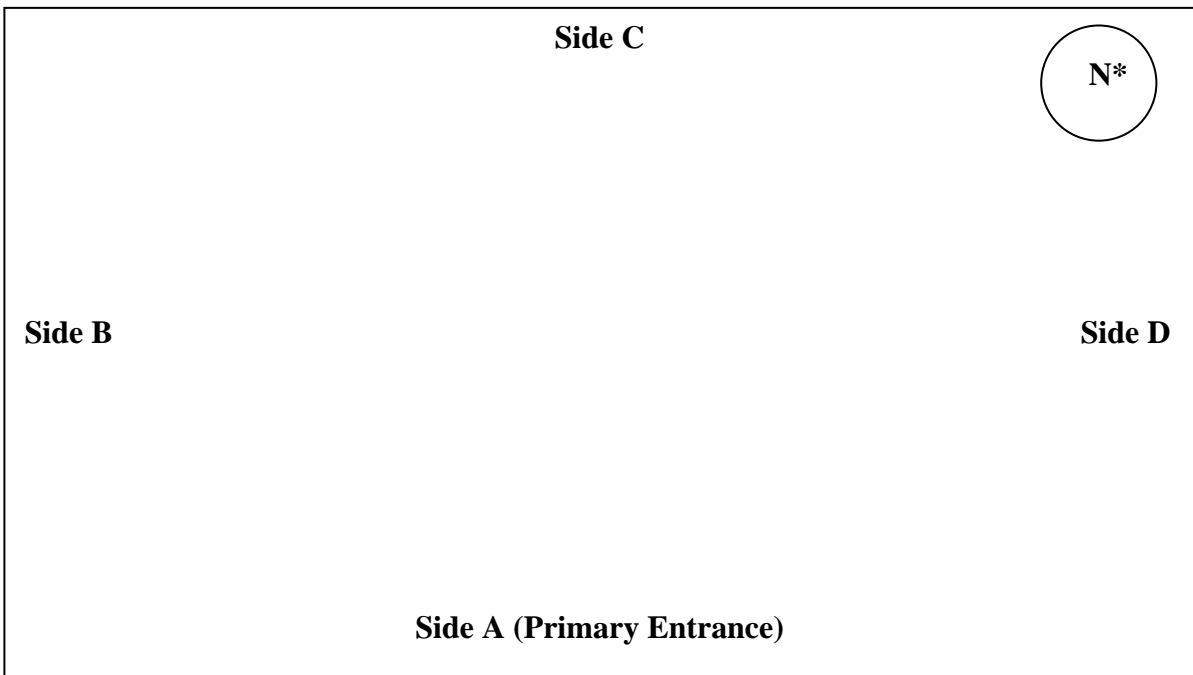
National	State	Regional	Local
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



PROPERTY DIAGRAM



FACILITY DIAGRAM



*Insert North directional arrow in circle.


SECTION I. OUTER PERIMETER
Neighborhood-type (check all applicable)

Business <input type="checkbox"/>	Residential <input type="checkbox"/>	Rural <input type="checkbox"/>	Industrial <input type="checkbox"/>
--	---	---------------------------------------	--

Surrounding structure types (check all applicable)

Singles-story <input type="checkbox"/>	Multi-story <input type="checkbox"/>	High-rise <input type="checkbox"/>
---	---	---

Adjoining land and/or buildings, streets, access to freeways, railroad spurs, bodies of water

Side	Description
A	
B	
C	
D	

Fencing/walls/barricades/standoff distances

Side	Description	Observations
A		
B		
C		
D		

Parking lot/garages/entrances/exits

Side	# of Entries/Exits	Access Controlled (Y/N)	Type of Access Control	Decal (Y/N)	Observations
A					
B					
C					
D					

How close to facility/infrastructure can vehicles park?

Vehicles can park up to the homes or in the garages

Is there a designated parking area for non-employees? (Y/N)

Location	
-----------------	--



Are there outbuildings and/or storage buildings, dumpsters? (Y/N)

Side	Description	Locked/secured (Y/N)
A		
B		
C		
D		

Freestanding exterior lighting (streetlights, floodlights, manual or automatic - when do they activate)

Side	Description	Observations
A		
B		
C		
D		

Visibility of perimeter/building/site

Side	Description	Observations
A		
B		
C		
D		

Landscaping/possible concealment

Side	Description	Observations
A		
B		
C		
D		

Exterior freestanding closed circuit TV

Side	Y/N	Monitored (Y/N)	Taped/backed up (Y/N)
A			
B			
C			
D			

Signage/way finding

	Description	Observations
External to perimeter		
Entrance way		
Front entrance		
Other entrances		
Other signage		
EMS parking		



Observation into/from building (natural surveillance/plain view)

Side	Description	Observations
A		
B		
C		
D		

Section I. Comments



SECTION II. BUILDING EXTERIOR

Roof

Access from ground (Y/N)	Access from other buildings (Y/N)	Skylights or vents (Y/N)	Doors (Y/N)	Observations

Utility connections to building:

Has the asset's source of electric power been evaluated to determine if there is adequate flexibility and redundancy? (i.e., load shedding capabilities, multiple feeds, loop system, multiple switches, etc) (Y/N)

Description	Observation

Are critical infrastructure support elements, such as propane tanks and diesel fuel tanks, located a safe distance from electric substations to prevent simultaneous damage in the event of explosion? (Y/N)

Description	Observation

Are adequate physical security controls in place at the main electrical feeders to prevent tampering and sabotage? (Y/N)

Description	Observation

Has the reliability of the asset's water supply been evaluated? (Y/N)

Description	Observation

Is there a written contingency plan for water outages? (Y/N)

Description	Observation

Is there policy and procedures in place for the delivery, storage, and security of all fuels located on premises? (Y/N)

Description	Observation



Do fuel sources have a containment system that will prevent a running fire? (Y/N)

Description	Observation

Is there redundancy built into the telephone communications system? (Y/N)

Description	Observation

Are all access points to the telephone switch cable room and related manhole covers properly secured? (Y/N)

Description	Observation

Service	Location	Public Access (Y/N)	Secured (Y/N)	Location of Shut-Off	Observations
Phone					
Water					
Electrical					
Gas/fuel					
Telecommunications					

Emergency power:

Are backup power units maintained and tested on a regular basis? (Y/N)

Description	Observation

Are backup power units equipped with automatic transfer switches (ATS)? (Y/N)

Description	Observation

Are contingency plans in place for power outages and are they tested periodically? (Y/N)

Description	Observation



Location	Fenced (Y/N)	Fuel Source	Self-start or manual	Service contract (Y/N)	Connections from generator to building shielded/secured (Y/N)
Observations					

Doors (List every exterior door type: metal (m), glass (g), solid (s))

Side	Type	Type access control	Alarmed (Y/N)	Number of doors /observations

Loading dock (Y/N)

Location	Description	Observations

Windows (accessible)

Side	Operable (Y/N)	Alarmed (Y/N)	Barred (Y/N)	Treatment (blinds, curtains, tinting)	Observations
A					
B					
C					
D					

Exterior wall lighting (Manual or automatic – when do they activate)

Side	Description	Observations
A		
B		
C		
D		

Exterior wall mounted closed circuit TV (accessibility/height)

Side	Y/N	Monitored (Y/N)	Taped/backed up (Y/N)
A			
B			
C			



D			
----------	--	--	--

Building ventilation intake:

Are outside air intakes located at least fourteen feet above the ground? (Y/N)

Description	Observation

Are gas leak, biological, and chemical detection systems in place? (Y/N)

Description	Observation

Location (include side and floor as appropriate)	Public Access (Y/N)	Secured (Y/N)	Observations

Underground access to facility? (Y/N)

Observations

SECTION III. BUILDING INTERIOR

Doors

Type	Type Access Control	Alarmed (Y/N)	Observations



--	--	--	--

Fire protection;

Do facility fire detection and suppression systems transmit an alarm to a communication center? (Y/N)

Description	Observation

Are fire detection and suppression systems maintained to fire safety code? (Y/N)

Description	Observation

Are life-safety systems properly maintained? (Y/N)

Description	Observation

Is the fire department capable of reaching the asset in accordance standards? (Y/N)

Description	Observation

Has the local fire department calculated the quantity of available water to ensure it is adequate for fighting fires? (Y/N)

Description	Observation

Has the local fire department reviewed the asset to determine if there are an adequate number of fire hydrants to fight a fire? (Y/N)

Description	Observation

Does the water system have adequate pressure, and is there a flushing program in place? (Y/N)

Description	Observation

Sprinkler (Y/N)	Extinguishers (Y/N)	Stand Pipe (Y/N)	Halon (Y/N)

Access to city main (Y/N)



Observations

Reception area

Secured Reception Area (Y/N)	Secured Receptionist Booth (Y/N)	Receptionist (Y/N)	On Site Security / PSO (Y/N)	Armed Security (Y/N)	Police (Y/N)
Observations					

Interior closed circuit TV

Areas	Monitored (Y/N)	Recorded/BU (Y/N)	Analog (Y/N)	Digital (Y/N)

Location of most actively used/high occupancy rooms

Location	Observations

Safe rooms or centralized location for valuables (Y/N)

Location	Observations

Designated mail handling facility (Y/N)

Location	Secured (Y/N)	Observations

Internal HVAC

Location	Public Access (Y/N)	Secured (Y/N)	Observations



--	--	--	--

Is the filter system maintained on a regular basis? (Y/N)

Description	Observation

Duct Systems

Location	Public Access (Y/N)	Secured (Y/N)	Observations

HVAC Shut-Off

Location	Public Access (Y/N)	Secured (Y/N)	Observations

Elevators:

Accessibility of mechanical equipment or elevator machine room

Description/Location	Observations

Serviced by (company)

Name of Company	Contact Telephone Number

Ceiling (construction and material)

Description	Observations

Floor/floor coverings (construction and material)



Description	Observations

Evacuation routes/fire escapes

Side	Description	Observations
A		
B		
C		
D		
Other		

Section III. Comments

SECTION IV. LIST OF NON-AGENCY TENANTS IN FACILITY

Company name	Floor	Point of contact	Telephone # - 24/7	# of personnel within facility

Section IV. Comments



SECTION V. COMPUTER APPLICATIONS

How is computer technology actively utilized at the facility?

Description	Observations

What kind and size of external connectivity exists?

Description	Observations



--	--

What computer operating systems are used at the facility (Windows 2000, Unix, etc)?

Description	Observations

What computer back-up systems are utilized?

Description	Observations

Are computers internally networked? (Y/N)

Observations

Can workers log into the network remotely? (Y/N)

Observations

Can workers log into the system through the Internet? (Y/N)

Observations

Section V. Comments



SECTION VI. HAZARDOUS MATERIALS

Are biological hazardous substances used or stored on-site? (Y/N)

Description	Quantity on Hand	Storage Location	Describe Security

Are nuclear / radiological substances used or stored on-site? (Y/N)

Personnel with Access	Background Check Performed	Level of Security



Description (Type & Level)	Half-life	Quantity on Hand	Storage Location	Describe Security

Are explosive/incendiary devices/substances stored or used on-site? (Y/N)

Description	Quantity on Hand	Storage Location	Describe Security

Are hazardous chemical substances stored on-site? (Y/N)

Description	Quantity on Hand	Storage Location	Describe Security

Section VI. Comments

SECTION VII. SECURITY/ALARM SYSTEM

Type Burglar Fire Panic

Central Station (Y/N)	Silent (Y/N)	Audible (Y/N)	Motion (Y/N)	Panic (Y/N)	Audio (Y/N)	Other

Observations

Name of Alarm Company	Contact Person	Phone #

Are there private security personnel assigned to the facility/infrastructure (Y/N)

Name of Security Company	Contact Person	Phone #



Are there law enforcement personnel assigned to the facility/infrastructure (Y/N)

Name of L. E. Agency	Contact Person	Phone #

Section VII. Comments

(Cellular back up, monitored or listening devices) (Average number of false alarms over the last six months) (Are regular tests provided) (Alarm response procedures) (Specificity of alarm, i.e., zone/sectors)

SECTION VIII. POLICY/PROCEDURES

Is there a security plan in place? (Y/N) If yes, obtain a copy of the plan.

Observations

Is there a specified law enforcement component to the security plan? (Y/N)

Observations

Do employees have photo ID (Y/N)

Observations

Are employees required to wear photo IDs? (Y/N)

Observations



--

Who manufactures/produces the badges or badge making equipment?

Name of Company	Contact Phone #

Who controls the issuance of badges?

Contact Person	Contact Phone #

Are badges also used for doorway access control? (Y/N)

Observations

What type of access control software system is in use?

Type	Observations

Is access control software password protected for different users? (Y/N)

Observations

Do procedures exist for activation/deactivation of access? (Y/N)

Observations

Is there a system in place to provide temporary ID cards to visitors/outside contractors/vendors/janitorial personnel in the facility? (Y/N)

Observations

Is there a visitor log that reflects date, time, name, company, and vehicle information? (Y/N)

Observations

What type of key control system is in place?

Description	Observations



What person(s) outside of the agency has keys or codes to the facility?

Description	Observations

Who has access to the master keys for the facility?

Individual	Reason for possession of the key

Do outside contractors/vendors/janitorial personnel check-in before providing service?
(Y/N)

Observations



Do outside contractors/vendors/janitorial personnel have a routine entry point and route of service? (Y/N)

Observations

Are criminal background checks completed on all employees, outside contractors/outside vendors and janitorial personnel? (Y/N)

National check State check Local check

Observations

Are there re-opening/closing procedures in place to assure building security? (Y/N)

Observations

Does facility have a lethal cloud/vapor plume distance diagram or emergency contingency plan/procedures for terrorist or critical incidents (including an evacuation plan and designated evacuation site)? (Y/N)

Observations

Do emergency contingency plan/procedures specifically address protection of critical assets (e.g., water supply, ventilation equipment, electricity)? (Y/N)

Observations

Are employees trained in the emergency contingency plans, policy, and procedures? (Y/N)

Observations

Are emergency evacuation plans posted near exits? (Y/N)

Observations

Are emergency plans/procedures routinely practiced? (Y/N)

Observations



Are administrative personnel trained in telephoned bomb threat procedures? (Y/N)

Observations

Are administrative personnel trained in mail handling security procedures? (Y/N)

Observations

Are there policies and procedures in place that define the proper response following inquiries about facility security design or procedures? (Y/N)

Observations

Is there an active system in place to identify and prevent cyber attacks? (Y/N)

Observations

Are procedures in place to report all cyber attacks to the national infrastructure protection center or the regional domestic security task force? (Y/N)

Observations

Section VIII. Comments

--



**Digital Ground Photo of
Infrastructure/Facility**

**Aerial Photo of
Infrastructure/Facility
(if available)**

CONFIDENTIAL – LAW ENFORCEMENT SENSITIVE

