TABLE 1:   STSA SECURITY PREPAREDNESS SELF-ASSESSMENT

Security Preparedness Category	*Importance Factor* *(1=L; 3=H)*	*"Yes or No" Entrée* *(Yes=1; No=0)*	*Preparedness "Points"* *(Col. C x Col. D)*

Category I. Administrative Structure

1. Is my school willing to take an active role in preventing and/or defeating terrorism?
2. Do my "direct reports" know of this willingness?
3. Do they share my commitment?
4. Is this willingness communicated in writing *(in any form; e.g., policy, procedures etc.)*

5. Do I have a security team in place?
6. Are the security roles and responsibilities formally included in "job descriptions"?
7. Can all security team personnel be reached "24/7"?
8. Can all security team personnel reach me "24/7"?
9. Does the security team monitor the threat data?
10. Does the security team meet annually with State & local law enforcement?
11. Does the security team meet annually with emergency responders?
12. Does the security team perform occasional vulnerability audits of operations?

13. Does a written "risk analysis" exist *for events involving school assets* ?
14. Has the "risk analysis" been discussed with outside law enforcement and/or emergency responders?
15. Does the security team practice response to threat scenarios?

16. Does the school maintain a list of emergency names, telephone numbers, FAX and e-mail addresses for federal, State and local first-responders?
17. Is this list kept up-to-date?
18. Is this list accessible within 5 minutes?

19. Is there procedure for locating transportation assets if an event occurs?
20. Can school management establish communication with its assets if an event occurs?
21. Is there a communication plan for contacting federal, State or local authorities if an event occurs?

22. Does the school provide and/or receive basic and refresher security awareness training?
23. Does each employee know what behavior is expected of him/her during a crisis?

Category II - Personnel Information   (For Hiring Managers)

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Security Preparedness Category	*Importance Factor* *(1=L; 3=H)*	*"Yes or No" Entrée* *(Yes=1; No=0)*	*Preparedness "Points"* *(Col. C x Col. D)*
24. Does a complete, accurate and up-to-date list of all school employees exist?			
25. Does the school maintain emergency contact information on all employees?			
26. Have all employee's identities been checked/verified?			
27. Are criminal background checks performed for employees in security-sensitive positions?			
28. Is U.S. citizenship verified for applicable employees?			
29. Do appropriate employees have access clearances or credentials (e.g.ID badges) to transportation facilities?			
30. Are these clearances periodically reviewed to re-establish continued need?			
31. If anything suspicious arises in a background investigation is there a process to follow?			
32. Are safeguards in place to avoid violation of civil liberties?			
33. Do you notify personnel of unfavorable information and provide the opportunity for explanation?			

Category III - Personnel Training & En Route Operations   (For Human Resources Unit)

34. Have school personnel received any training in security sensitivity?			
35. Have school personnel received any training in threat possibilities?			
36. Have school personnel received training in the following:			
Employee responsibilities?			
Organizational security structure?			
Security support infrastructure?			
37. Are vehicles provided with any position locating and reporting devices?			

Category IV - Facility/Terminal Security   (For Facilities Manager)

38. Does the school have a security plan for each of its facilities?			
39. Have law enforcement officials reviewed the facility security plan?			
40. Are security guards utilized during working or non-working hours?			
41. Are there "mail room" security procedures in use? (e.g., Postal Service Guidelines)			
"The Yard"			
42. Is there fencing around the school's transportation facilities?			
43. Are fences well maintained?			
44. Are surveillance cameras, access control devices, alarm systems etc. in use?			

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Security Preparedness Category	Importance Factor (1=L; 3=H)	"Yes or No" Entrée (Yes=1; No=0)	Preparedness "Points" (Col. C x Col. D)
45. Are surveillance cameras, access control devices, alarm systems regularly checked for proper operation?			
46. Is the lighting adequate for security?			
47. Is access restricted to a single gate, or point-of-entry/exit?			
48. Are there restrictions on visitor access?			
49. Are visitors escorted by a school employee when on the facility?			
"The Vehicles"			
50. Is access to all keys controlled with records kept of their assignment?			
51. Is each vehicle individually "keyed"?			
52. Are all vehicles locked when not in use?			
53. Are all locks tamper proof, or tamper-evident?			
54. Are records kept of suspected security incidents?			
"The Building Space"			
55. Are facility managers aware of the procedures to report suspicious individuals, vehicles, packages and/or objectis?			
56. Do facility managers know expected response times for emergency responders?			
57. Has this emergency response time ever been measured in a "drill"?			
58. Are facility employees knowledgeable and trained in facility security procedures?			
Category VI - General Emergency Response Preparedness			
59. Does the school have an emergency plan for stolen assets or incidents involving a school vehicle?			
60. Does the school ever conduct drills exercises for threats against school assets?			
61. Does the school conduct formal analyses of drill results?			

Security Preparedness "Points" - Total   *(Maximum Possible = 160)*   **0**