

EXAMPLE SITE EVALUATION QUESTIONNAIRE¹

Institute:		
Campus:		
Subject: Site/Perimeter Conditions		
Completed by:		Date:
No.	Security Issue	Answers/Comments
1	Do fences or walls surround the perimeter? If so, what type, height, and to what degree does it surround the perimeter and what is its condition?	
2	Provide a sketch of the site features including the perimeter fencing, access roads, buildings and high priority assets (include RR track, power station, access gates etc.)	
3	Is access to the site controlled? If so, describe.	
4	Do visitors routinely sign in to all areas where required? Are escorts required? If so, where?	
5	Are all visitors required to wear badges?	
6	Is exterior lighting adequate?	
7	Does security equipment have emergency power?	
8	Describe the condition of the site (is the site overgrown, etc.)	
9	Describe any deterrents associated with the perimeter.	
10	Are there any topographic restrictions to access the site? If so, describe.	
11	Are security codes, card keys and mechanical keys closely controlled and changed when appropriate?	
12	Does intrusion detection exist? If so, describe.	
13	Is CCTV available to the facility? If so, describe the type, location,	

¹ SAND No. 2006-5508 C

	condition and lighting.	
14	How often are the physical and electronic security systems maintained and tested?	
15	Describe the condition of the buildings.	
16	Do ground level windows exist? If so, are they locked? Or equipped with security bars/features?	
17	Are there other openings/portals at ground level (if yes, describe)	
19	What is the economic condition of the surrounding area?	
20	Is there any organized political opposition to the institute's activities?	
21	Is the facility located in a city or isolated rural area? Could location affect security or response?	
22	Could certain weather conditions affect security at the facility? Could inclement weather affect response?	
23	Could inclement weather or location affect response or assistance from outside agencies?	

Subject: Site Threat Assessment Questionnaire		
Completed by:		Date:
No.	Threat Issue	Answers/Comments (Please include timelines when available)
1	Has there ever been any indication that terrorists are targeting the site?	
2	Has the site had any problem with animal rights or other activist groups?	
3	Have there been any other forms of picketing/protest?	
4	Are labor relations healthy? Is the staff well paid? Well respected?	
5	Any local "characters" causing incidents?	
6	Is there any racial and/or religious tension	

	within the staff and/or larger community?	
7	Has the institute experienced any petty crime or vandalism? (describe)	
8	Has the institute experience any incidents associated with disgruntled employees?	
9	Have there been instances of violence in the workplace?	
10	Who has arrest authority at the institute?	
11	What is the frequency of law enforcement patrols of the site?	
12	Does the institute perform any kind of background investigation on institute staff?	

Subject: Infrastructure		
Completed by:		Date:
No.	Security Issue	Answers/Comments
1	Who owns and maintains the each on-site utility? (water, gas, phone, electrical, etc.)	
2	Describe the reliability of the utilities.	
3	Is there redundant capability for each utility?	
4	Describe the construction (above ground, below ground, etc.)	
5	How are the utilities accessed?	

Subject: General Administration		
Completed by:		Date:
No.	Security Issue	Answers/Comments
1	Are employee background investigations conducted?	
2	Are reinvestigations conducted?	

3	Are confidentiality agreements required?	
4	Are medical examinations conducted?	
5	What type of training is provided prior to employment (fire, safety, security, biology)?	
6	Are scientists ever required to use a two-person rule?	
7	Is there a key-control program in place?	
8	Are badges required?	
9	Are guests and visitors escorted?	
10	Are follow-up investigations conducted on incident reports?	
11	Are deliveries received at a central location and are there manifests for all deliveries?	
12	Are Hazmat policies and procedures in place?	
13	Do you exercise safety/security incident response?	
14	Are information sheets available to assist in the event of a threat (phone, bomb, etc.)?	
15	What governing agencies have influence over the type of operations that occur on-site?	
16	Who funds the activities at this facility?	
17	Are there any new buildings planned?	
18	IT security protocols? Passwords? Screen savers? Firewalls, etc.? Encryption capability?	