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| **Instructions:**  This checklist is designed to assist in evaluating the biosecurity program at **ORGANIZATION NAME** by evaluating the components present in the currently existing biosecurity sections found within the institutional biosafety or security plan. For each question, mark yes or no. It is recommended that for each no selected, a corresponding section be added to the **ORGANIZATION NAME** biosecurity plan that addresses that topic. |
| **Checklist:**  **Rules and General Management**  Does your plan:  **Yes  No** Contain a purpose section and description?  **Yes  No** Contain terminology and definitions for all terms used in the plan?  **Yes  No** Include an acronym list with a description of every acronym used?  **Yes  No** Biosecurity program assessment and measurement measures to ensure program improvement (e.g., Plan-Do-Check-Act cycle)?  **Roles and Responsibilities (R&R)**  Does your plan include R&R for:  **Yes  No** All ***staff, residents, guests, and visitors*?**  **Yes  No** All ***security and security-support staff*?**  **Yes  No** All ***senior management and supervisors?***  **Yes  No *Biorisk Management Committee?***  **Yes  No *Certifying officials(s) or Certifying Committee?***  **Yes  No *Deputy Security Manager?***  **Yes  No *Security Manager?***  **Yes  No *Head (Director, CEO, etc.) of******ORGANIZATION NAME****?*  **Planning and Assessment Strategies**  **Yes  No** Does your plan include a site-specific threat assessment?  **Yes  No** Does your plan include a site-specific vulnerability assessment?  **General Security**  **Yes  No** Does your plan include a general security rules statement?  **Physical Security**  Does your plan address:  **Yes  No** Physical security standards?  **Yes  No** On-site security force?  **Yes  No** Off-site security force?  **Yes  No** Access Control Systems?  **Yes  No** Alarm and Intrusion Detection Systems?  **Yes  No** Visual Surveillance Systems? |
| **Checklist Continued:**  **Physical Security Continued**  Does your plan address:  **Yes  No** Security Signage Standards?  **Yes  No** Receipt and Inspection of Packages?  **Yes  No** Unauthorized or Suspicious Persons?  **Yes  No** Security Equipment Maintenance and Repairs?  **Personnel Management Security**  Does your plan address:  **Yes  No** Visitor Processing and Control?  **Yes  No** Authorization for Staff for Restricted & Biological Restricted Areas?  **Yes  No** Security Identification (e.g., security badges)?  **Yes  No** Loss or compromise of keys, passwords, combinations, access cards, or codes?  **Yes  No** Additions or changes in staff?  **Information Security**  Does your plan address:  **Yes  No** Information Control Systems?  **Yes  No** Security Department Document Control?  **Material Control & Accountability Security**  Does your plan address:  **Yes  No** Inventory procedures and policy for materials in storage?  **Yes  No** Inventory procedures and policy for materials in use?  **Yes  No** Inventory procedures and policy for materials in transit?  **Transportation Security**  Does your plan address:  **Yes  No** Policy and procedures for receiving assets?  **Yes  No** Policy and procedures for shipping assets?  **Incident Response Security**  Does your plan address:  **Yes  No** Interoperability of security, biosecurity, and safety systems in an incident? |
| **Checklist Continued:**  **Incident Response Security**  Does your plan address:  **Yes  No** Safeguarding assets during incidents or emergencies?  **Yes  No** Loss or compromise of assets?  **Yes  No** Bomb Threats during normal working hours?  **Yes  No** Bomb Threats after normal working hours?  **Yes  No** Electronic Security System Failures?  **Yes  No** Incident Reporting?  **Yes  No** Security Identification (e.g., security badges)?  **Yes  No** Loss or compromise of keys, passwords, combinations, access cards, or codes?  **Biosecurity Training**  Does your plan address:  **Yes  No** Required biosecurity training curriculum?  **Yes  No** Personnel required to undergo training? |