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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? |