

B. ASSESSMENT

Guide to Ensuring Implementation of Security Plan Policies

The agency will complete the checklist below as a guide to ensuring that the policies set forth in the HSP have been communicated and implemented by agency employees, local first responders, and county emergency officials and, moreover, that they have been integrated into normal operating practices.



PREPARE

Activity	Check appropriate category	Assessment
IDENTIFY PARTICIPANTS		
Transit System Itself	Do the agency have? <input type="checkbox"/> List of employee names and phone numbers in one location. <input type="checkbox"/> List of emergency personnel numbers. <input type="checkbox"/> Protocol in place for security events, hazards, and emergencies. <input type="checkbox"/> Comprehensive list of assets.	Has the agency done any of the following? <input type="checkbox"/> Security survey performed by local police? <input type="checkbox"/> Employee training in security awareness? <input type="checkbox"/> Employee training in system security? <input type="checkbox"/> Management training in system security?
Outside Sources	Have you had contact with? <input type="checkbox"/> County Emergency Coordinator <input type="checkbox"/> Local Fire <input type="checkbox"/> Local Police <input type="checkbox"/> Emergency Medical Services	Who/what is the transit system's emergency contacts: Supply a copy of the transit system's HSP.
Who is in the core planning group?	<input type="checkbox"/> County Emergency Coordinator <input type="checkbox"/> Local Fire <input type="checkbox"/> Local Police <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> Other transit services <input type="checkbox"/> Volunteer organizations	Does the agency have mutual aid agreements with any co-participants? If so whom does the agency have them with? And if not, does the agency need to? Please explain :
ESTABLISH COMMUNICATIONS		
Does the system have?	<input type="checkbox"/> Master list of key emergency personnel <input type="checkbox"/> Tools for mobilizing employees in an emergency or in response to a hazard <input type="checkbox"/> Phone list of emergency contacts <input type="checkbox"/> Plan for tracking evacuees and supplies	Does the HSP address the agency's communication plan in written format and has it been rehearsed? Please explain and attach a copy of it in written format.:



PREVENT

Activity	Check appropriate category	Assessment
TECHNOLOGY TO PROTECT SYSTEM		
System Itself	<input type="checkbox"/> Interoperability <input type="checkbox"/> Redundancy <input type="checkbox"/> Reliability <input type="checkbox"/> Back-up energy plan	Has the agency done the following: <input type="checkbox"/> Provided equipment, as appropriate, to protect the agency (radio, dispatch, alarms, fences, locks, cameras, AVL) <input type="checkbox"/> Investigated how the equipment will function in the event of a disaster Explain what type of systems are used by the agency and the equipment interoperability and redundancy plans in the event of a disaster or if another lead agency takes charge:
Equipment	<input type="checkbox"/> AVL <input type="checkbox"/> GPS <input type="checkbox"/> Radio <input type="checkbox"/> Communications <input type="checkbox"/> Dispatch <input type="checkbox"/> Security cameras <input type="checkbox"/> Covert Alarm <input type="checkbox"/> Video/audio records	Briefly explain what type of communication equipment is utilized by the agency: Explain how the equipment will function in the event of a disaster: How has the agency performed the following: <input type="checkbox"/> Implemented procedures to safeguard agency employees, passengers, vehicles, facilities, and other assets <input type="checkbox"/> Developed policies to increase awareness and understanding of these procedures <input type="checkbox"/> Trained employees on these policies <input type="checkbox"/> Established a communication network that is linked to the county and local plan
INCREASE TRAINING AND AWARENESS		
Overall	<input type="checkbox"/> Communication network established <input type="checkbox"/> Linked to County Plan	What is the communication network and how are you avoiding information overload: <input type="checkbox"/> Others (describe):
Training and Communications	<input type="checkbox"/> All responders trained	What training has been given: Who all has been trained? Who did the training?



RESPOND

Activity	Check appropriate category	Assessment
IDENTIFY ASSETS		
What resources does the organization have?	<input type="checkbox"/> Vehicles <input type="checkbox"/> Facilities <input type="checkbox"/> Personnel <input type="checkbox"/> Other Equipment	Has the agency identified non-physical assets that must be maintained in an emergency (transit provides a 'lifeline' to the community)? Has the agency submitted this list to its insurance agent?
What resources can the organization provide in case of a community emergency?	<input type="checkbox"/> Vehicles # of accessible vehicles # of non-accessible vehicles <input type="checkbox"/> Radio Equipment - <input type="checkbox"/> How many drivers? <input type="checkbox"/> How many dispatchers? <input type="checkbox"/> How many mechanics?	Has the agency submitted this list of resources to the County Emergency:
CLARIFY CHAIN OF COMMAND		
What is the organization's chain of command when responding to emergencies?	Number in order <input type="checkbox"/> General manager <input type="checkbox"/> Dispatcher <input type="checkbox"/> Driver <input type="checkbox"/> Fire <input type="checkbox"/> Police <input type="checkbox"/> Other	Has this chain of command been reviewed with the County Emergency Coordinator? Has the agency identified which emergency responders are notified depending on the type of emergency situation? Has the agency developed backup procedures for key agency assets and information?
Who is the public information point of contact?	<input type="checkbox"/> General manager <input type="checkbox"/> Operations Supervisor <input type="checkbox"/> Other	Is this person known to all emergency responders?



RECOVER

Activity	Check appropriate category	Assessment
ASSESS		
<p>Was there an impact to the agency's resources?</p>	<p>Capital Equipment <input type="checkbox"/> Vehicles <input type="checkbox"/> Buildings <input type="checkbox"/> Electronic Communication/Equipment</p> <hr/> <p>Staff Resources <input type="checkbox"/> Employee Assistance Program (EAP) <input type="checkbox"/> Community Resources</p>	<p>Did the agency document the expenses incurred while dealing with the event? What were the costs both monetarily and physically?:</p> <p>Were there additional resource needs identified as a result of the incident? What are they?</p> <p>What type of staff debriefings will you hold after the event?</p>
<p>Was there an impact to the agency's processes and/or procedures?</p>	<p>Which ones were affected? And how?</p>	<p>Has the agency adequately performed the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Developed procedures to assess impacts to agency resources <input type="checkbox"/> Developed tools for documenting the expenses incurred while dealing with an event <input type="checkbox"/> Developed tools for recording resource needs identified as a result of the incident <input type="checkbox"/> Implemented procedures for reviewing preparation plans in the event of events <p>What process will the agency use to review preparation plans in the event of another event? Explain:</p>
<p>Who will review the processes and/or procedures?</p>	<p><input type="checkbox"/> Agency Staff <input type="checkbox"/> Transit Director <input type="checkbox"/> Core Planning Group <input type="checkbox"/> Other?</p>	<p>How will the changes to the processes and/or procedures be conveyed to staff and partners?</p>
FUTURE PLANNING		
<p>Does the agency need to?</p>	<p><input type="checkbox"/> Adjust long-term goals? <input type="checkbox"/> Adjust finances and budgets? <input type="checkbox"/> Build in redundancies? <input type="checkbox"/> Increase documentation?</p>	<p>Did the agency take the "lessons learned" back to the Planning element and reassess the plan with the County Emergency Coordinator or the Emergency Response personnel?</p>