

APPENDIX B3: RISK ASSESSMENT DATABASE

MANAGER'S USER GUIDE*

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INTRODUCTION

To support the building assessment process, this easy to use Risk Assessment Database application is provided with FEMA 452, *Risk Assessment: A How-To Guide to Mitigate Potential Terrorist Attacks Against Buildings*. The Risk Assessment Database is a standalone application that is both a collection tool and a management tool. Assessors can use the tool to assist in the systematic collection, storage, and reporting of assessment data. It has functions, folders, and displays to import and display threat matrices, digital photos, cost data, emergency plans, and certain Geographic Information System (GIS) products as part of the record of assessment. Managers can use the application to store, search, and analyze data collected from multiple assessments.

The Risk Assessment Database is initially installed on a desktop computer at an organization's headquarters. This database, referred to in this User Guide as the Manager Database, becomes the main access and storage point for future assessment data. When an organization wants to conduct an assessment of a site or series of sites, a database administrator uses the application to produce a small temporary database, called the Assessor's Database, on a CD. Into this Assessor's Database are placed references, site plans, GIS portfolios, and other site-specific data that are known about the assessment site or are developed during the pre-assessment phase. This Assessor's Database is given to the assessment team and is loaded on one or more of their assessment computers (usually laptop computers). The Assessment Team then conducts their assessment and records information in the Assessor's Database. At the end of the assessment, the Assessment Team combines their data into one database and passes the files back to the database administrator. The administrator then loads the data into the Manager's Database for printing and analysis.

After initially installing the application, access to that Risk Assessment Database becomes restricted to only those designated users who have been assigned permission to access to the database by their administrator. Also, data can be viewed by all authorized users of the database, but changes to the data can only be made by those granted permission. All access permission questions should be directed to the database administrator of your organization.

The following are the hardware and software requirements for the Risk Assessment Database:

- Pentium® 4 or equivalent processor
- Windows XP
- MS Access® 2002
- 256 MB of RAM recommended for all components

BEFORE USING THE DATABASE: ACCESS TO THE MANAGER'S VERSION OF THE RISK ASSESSMENT DATABASE

From your database administrator, the user should receive an application shortcut with the icon



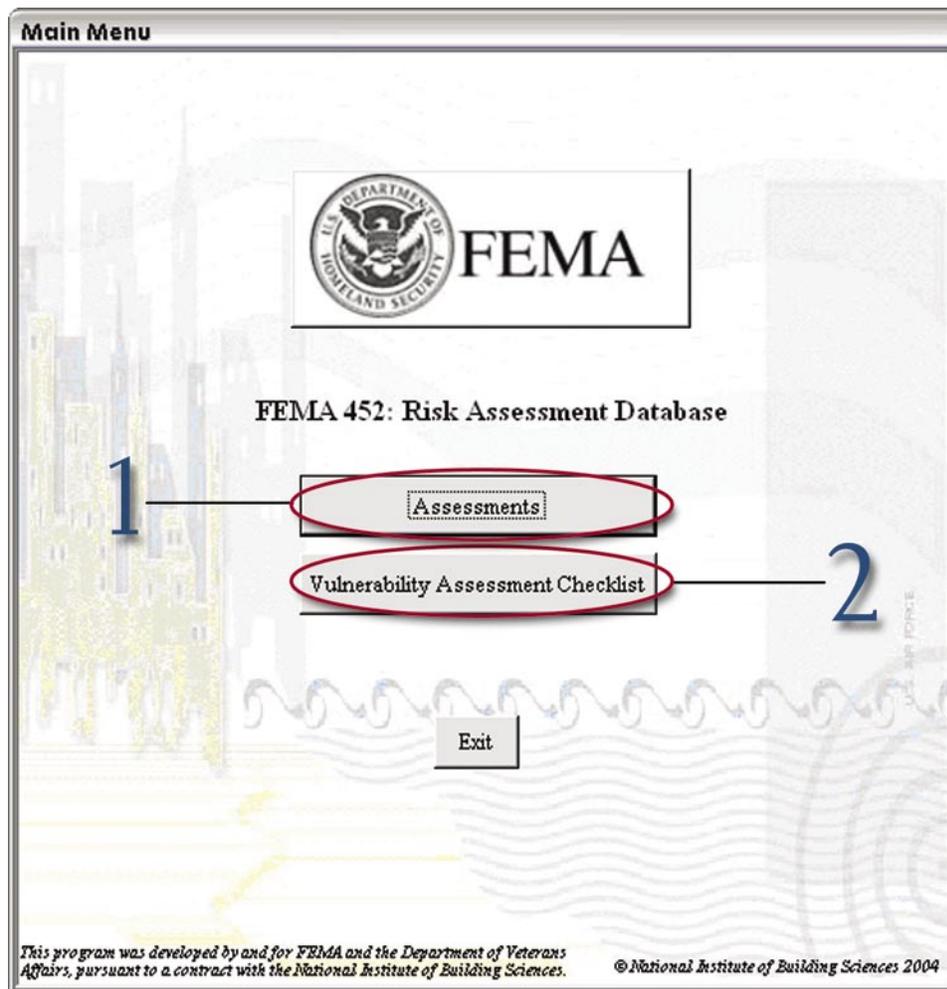
- The *application shortcut* should be copied to the *desktop*. When the user double clicks the application shortcut, the user receives a logon screen



The user should log on using the user name and password provided by the database administrator.

- After logging on, the user will get the **Main Menu**.

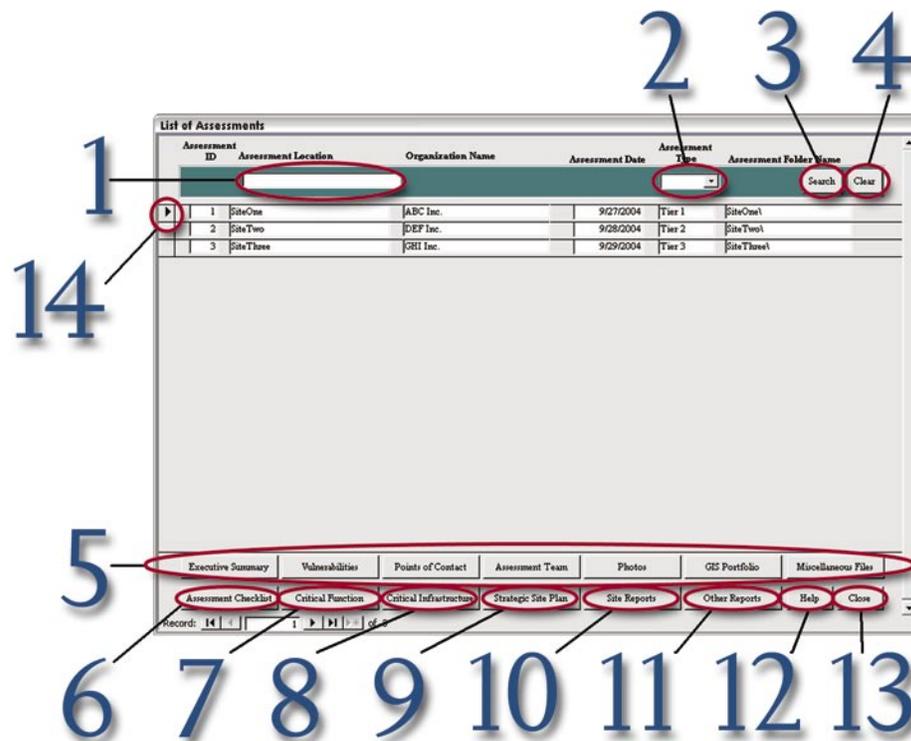
MAIN MENU



On startup, the Risk Assessment Database **Main Menu** displays two areas to navigate within the program. Select the *Assessments* button to view the risk assessment related information.

1. The *Assessment* button opens the **List of Assessments** form and all functionality included.
2. The *Vulnerability Assessment Checklist* button opens the **Assessment Checklist Question Details** form and all the functionality included.

LIST OF ASSESSMENTS



1. **Assessment Location** field allows for manual entry of full or partial station name for search.
2. **Assessment Type** field is a drop down menu to search for assessment type: Tier 1, 2, or 3.
3. **Search** button performs search based on criteria entered into the fields described above.
4. **Clear** (show all records) button will allow all sites to be seen again.
5. These buttons (*Executive Summary*, *Vulnerabilities*, *Points of Contact*, *Assessment Team*, *Photos*, *GIS Portfolio*, and *Miscellaneous Files*) open the **Assessment Main Page**.
6. The **Assessment Checklist** button opens the **Assessment Checklist** form.
7. The **Critical Function** button opens the **Critical Functions Matrix** form.
8. The **Critical Infrastructure** button opens the **Critical Infrastructure Matrix** form.

9. The *Strategic Site Plan* button opens the Strategic Site Plan in Microsoft Excel.
10. The *Site Reports* button opens the Site Assessments Report page.
11. The *Other Reports* button opens the Keyword Search Reports Menu.
12. The *Help* button opens a window telling the user to press F1 for help. By pressing F1, this User Guide will open on your computer.
13. The *Close* button simply closes the List of Assessments page and returns to the Main Menu.
14. The black triangle indicates the record that is selected.

ASSESSMENT MAIN PAGE

Executive Summary

The screenshot shows the 'Assessment Main Page' interface. At the top, there are input fields for 'Site Name' (SiteOne), 'Assessment Location' (SiteOne), 'Assessment Date' (1/1/2004), and 'Type' (Tier 1). To the right is a placeholder for an image with the text 'No Image Available'. Below this is a navigation menu with seven tabs: 'Executive Summary', 'Vulnerabilities', 'Points of Contact', 'Assessment Team', 'Photos', 'GIS Portfolio', and 'Miscellaneous Files'. The main content area is divided into three columns: 'Introduction', 'Observations', and 'Recommendations/Remediations'. At the bottom, there is a 'Records' section showing '1 of 1' records and a 'Close' button. Seven large blue numbers (1-7) are overlaid on the image, with lines pointing to each of the seven tabs in the navigation menu.

This form allows the user to enter an Executive Summary for the assessment site report.

1. For the station selected in the **List of Assessments** form, this tab will show the *Executive Summary* entered by the Assessment Team.
2. For the station selected in the **List of Assessments** form, this tab will show the various *Vulnerabilities* for facilities at the designated site for that particular assessment.
3. For the station selected in the **List of Assessments** form, this tab will show the contact Information for the site points of contact (*Points of Contact*).
4. For the station selected in the **List of Assessments** form, this tab will show the contact information for the team that performed the assessment (*Assessment Team*).
5. For the station selected in the **List of Assessments** form, this tab will show the Photos collected during the assessment (*Photos*).
6. For the station selected in the **List of Assessments** form, this tab will show the GIS Portfolio for the assessment site (*GIS Portfolio*).
7. For the station selected in the **List of Assessments** form, this tab will show any other files that may be associated with the assessment site (*Miscellaneous Files*).

Vulnerabilities

The screenshot shows the 'Assessment Main Page' with the following fields and elements:

- Site Name: SiteOne
- Assessment Location: SiteOne
- Assessment Date: 1/1/2004 Type: Tier 1
- Buttons: Executive Summary, Vulnerabilities, Points of Contact, Assessment Team, Photos, GIS Portfolio, Miscellaneous Files
- Table with columns: Building Name or Number, Vulnerability, Priority, Recommendation/Remediation, Vulnerability Status / Cost
- Record: 1 of 1
- Close button

This form allows the user to view vulnerabilities and recommendations/remediations observed while performing the assessment. Note: Priority and Building Number are required.

1. The black triangle indicates the record that is selected.
2. The *Vulnerability Status/Cost* button opens the **Remediations** form and allows you to record cost data associated with the remediation of the selected vulnerability.

Remediations

The screenshot shows a web form titled "Remediations". At the top, there are fields for "Building No", "Vulnerability", "Priority", and "Recommendation/Remediation". Below these is a "Site" dropdown menu. The main part of the form is a table with the following columns: "Action", "Date", "Cost", and "Comments". The "Action" column contains the values "Initial", "Planned", "Underway", and "Completed". The "Cost" column contains the value "\$0" for each row. A black triangle in the "Action" column of the "Initial" row is circled in red and labeled with the number "1". The "Date" column header is circled in red and labeled with the number "2". The "Cost" column header is circled in red and labeled with the number "3". The "Comments" column header is circled in red and labeled with the number "4". A "Close" button is located at the bottom right of the form.

Action	Date	Cost	Comments
Initial		\$0	
Planned		\$0	
Underway		\$0	
Completed		\$0	

This form allows the user to record cost data associated with the remediation of the selected vulnerability. The total cost of entries is reflected in other forms containing cost references.

1. The black triangle indicates the record that is selected.
2. This field can be filled in by the user to track entries.
3. Enter the cost for the remediation into this field to keep the remediation records up to date.
4. Enter any comments for the remediation in this field.

Points of Contact

The screenshot shows the 'Assessment Main Page' with the 'Points of Contact' tab selected. The page contains a header with fields for Site Name, Assessment Location, and Assessment Date. Below the header is a navigation menu with tabs for Executive Summary, Vulnerabilities, Points of Contact, Assessment Team, Photos, GIS Portfolio, and Miscellaneous Files. The main area features a table with columns for First Name, Last Name, Title, Organization, Address, City, State, and Zip. A single record is displayed, and a black triangle in the first column indicates it is selected. Below the table are three buttons: 'Add New POC', 'Delete POC:', and 'Add New POC and Duplicate'. A 'Close' button is located at the bottom right. Red circles and blue numbers 1, 2, 3, and 4 highlight the selected record, the 'Add New POC' button, the 'Delete POC:' button, and the 'Add New POC and Duplicate' button, respectively.

This form allows the user to view information about points of contact at the assessment site.

1. The black triangle indicates the record that is selected.
2. The **Add New POC** button allows for the creation of a new contact for the assessment site designated in the upper left portion of this form.
3. The **Delete POC: (CONTACT NAME)** button allows the removal of the selected contact from the database.
4. The **Add New POC and Duplicate** button allows the creation of a new contact and duplicates the information in light blue in order to minimize data entry efforts.

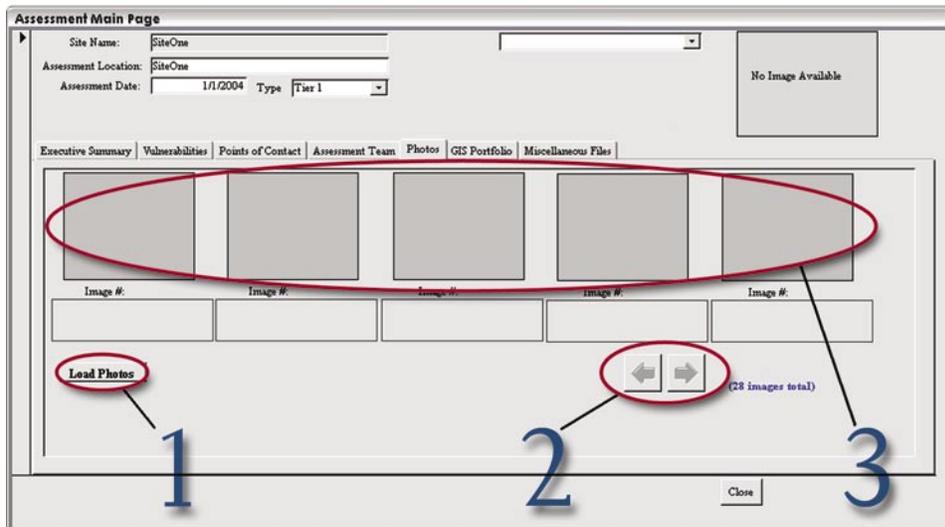
Assessment Team

The screenshot shows the 'Assessment Main Page' with the 'Assessment Team' tab selected. At the top, there are input fields for 'Site Name' (SiteOne), 'Assessment Location' (SiteOne), and 'Assessment Date' (1/1/2004). Below these are navigation tabs: 'Executive Summary', 'Vulnerabilities', 'Points of Contact', 'Assessment Team', 'Photos', 'GIS Portfolio', and 'Miscellaneous Files'. The main area contains a table with the following columns: 'Team Member', 'Title', 'Organization', 'Work Phone', 'Mobile Phone', and 'Email'. A black triangle in the 'Team Member' column is circled in red and labeled '1'. Below the table, the 'Add New Team Member' button is circled in red and labeled '2'. At the bottom right, there is a 'Close' button.

This form allows the user to view information about Assessment Team members.

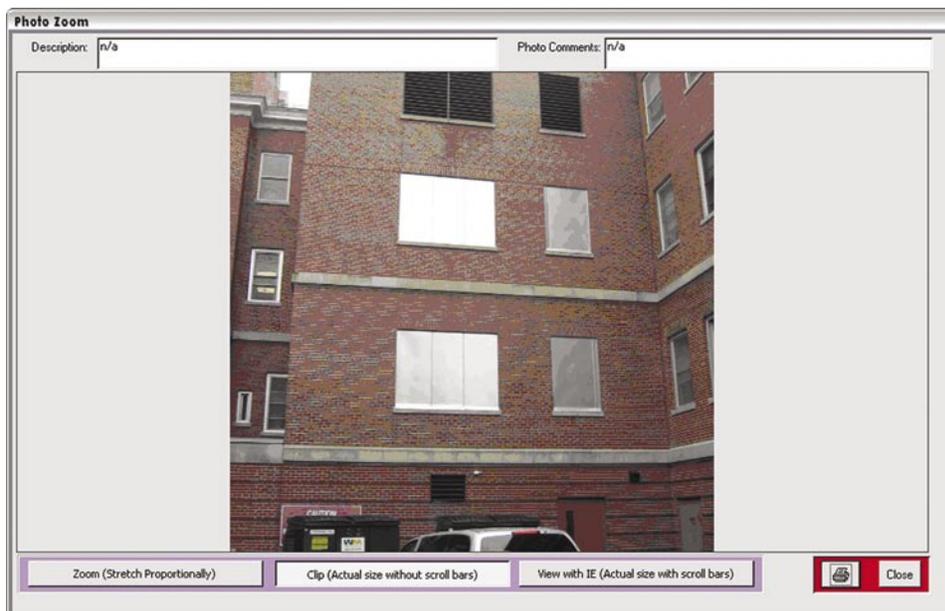
1. The black triangle indicates the record that is selected.
2. The *Add New Team Member* button allows for the creation of a new Assessment Team member for the assessment site designated in the upper left portion of this form.

Photos



The user is able to see the photos associated with the assessment site on this form.

1. The **Load Photos** button loads photos into the designated frames.
2. The 2 arrow buttons allow for navigation through pages of 5 photos, either to the previous 5 photos or to the next 5 photos.
3. Clicking on any of the photos will open the photo in the **Photo Zoom** window, which displays the photo larger, and photos can be printed individually in this window.



GIS Portfolio

The screenshot shows the 'Assessment Main Page' with the following elements:

- Site Name: SiteOne
- Assessment Location: SiteOne
- Assessment Date: 1/1/2004 Type: Tier 1
- Navigation tabs: Executive Summary, Vulnerabilities, Points of Contact, Assessment Team, Photos, GIS Portfolio, Miscellaneous Files
- Five empty image frames, each with an 'Image #' label below it.
- A 'Load GIS' button (labeled 1).
- Two arrow buttons for navigation (labeled 2).
- A 'Close' button at the bottom right.
- A 'No Image Available' box in the top right.
- The text '9 images total)' is visible near the arrow buttons.

The user is able to see all GIS images associated with the assessment site on this form.

1. The **Load GIS** button loads GIS images to the designated frames.
2. The 2 arrow buttons allow for navigation through pages of 5 GIS images, either to the previous 5 images or to the next 5 images.
3. Clicking on any of the GIS images will open the image in the **Photo Zoom** window, which displays the image larger, and images can be printed individually in this window.

Miscellaneous Files

Assessment Main Page

Site Name: SiteOne
Assessment Location: SiteOne
Assessment Date: 1/1/2004 Type: Tier 1

No Image Available

Executive Summary | Vulnerabilities | Points of Contact | Assessment Team | Photos | GIS Portfolio | Miscellaneous Files

Folder Type	File Name	File Description	File Size	File Date	Enter Date
Emergency Plan	Emergency Plan.doc		128,512	6/30/2004	9/27/2004
GIS Portfolio Full PIF	Site.pdf		13,169,046	6/23/2004	9/27/2004
Site Plan/Floor Plan	Floor1.dwg		336,298	3/30/2004	9/27/2004
Site Plan/Floor Plan	Floor2.dwg		226,201	3/30/2004	9/27/2004
*					

Record: 1 of 4

Close

This form enables the user to see files related to the assessment that are available to view. The user can also open these files from this form.

1. The black triangle indicates the record that is selected.
2. Double-clicking in any of the filenames will open the associated file. (Examples of possible files to pre-load for the assessors include references, a GIS portfolio in PDF format, and/or past assessment reports.)
3. The **File Description** field allows for descriptions to be typed in about each of the file names in the record.

ASSESSMENT CHECKLISTS

Q#	Observation	Recommendation / Remediation	Vulnerability?	Vulnerability Assessment Checklist Question
1-1				What major structures surround the facility (site) or buildi
1-2				Does the terrain place the building in a depression or low
1-3				In dense, urban areas, does curb lane parking place uncon
1-4				Is a perimeter fence or other types of barrier controls in
1-5				What are the site access points to the site or building?
1-6				Is vehicle traffic separated from pedestrian traffic on the
1-7				Is there vehicle and pedestrian access control at the periu
1-8				Is there space for inspection at the curb line or outside ti
1-9				Is there any potential access to the site or building throu
1-10				What are the existing types of vehicle anti-ram devices i
1-11				What is the anti-ram buffer zone stand-off distance four
1-12				Are perimeter barriers capable of stopping vehicles? - V

This form shows an abbreviated entry for each of the questions under the category selected in the row of tabs under the assessment information section at the top of this form.

1. The black triangle indicates the record that is selected.
2. The *View All Site Observations* button allows the user to view all of the assessment checklist data (observations and recommendations/remediations) for the selected section tab.
3. The *View All Site Vulnerability Assessment Questions* button allows the user to view all of the assessment checklist questions for the selected section tab.
4. These tabs represent a section in the assessment checklist. The user can select any of the tabs and have access to the assessment data in that section.

CRITICAL FUNCTIONS MATRIX

1 2

This form records and numerically displays the results of analysis performed during the assessment. The matrix lists Critical Functions down the left side and threats across the top to create Threat-pairs. For each Threat-pair, a numeric value, on a 1-10 scale, is recorded for a threat rating, an asset value rating, and a vulnerability rating. The methodology for determining the ratings is found in FEMA 452.

1. The black triangle indicates the record that is selected.
2. The **Rollup** button opens a window that summarizes all of the risk columns into one easy to read form called **Critical Functions Rollup**.

Critical Functions Rollup

1

Critical Functions Rollup		Assessment Date: 01/01/2004										Low Risk (1-60)		Medium Risk (61-175)		High Risk (>175)	
Site Name: SiteOne		Assessment Type: Tier 1															
No.	Critical Function	IED (Bomb) Risk	Chem Agent Risk	Arson/ Incend. Risk	Armed Attack Risk	Bio Agent Risk	Cyber-terrorism Risk	Agri-terrorisml Risk	Radio-logical Risk	Nuclear Device Risk	Hazmat Release Risk	Unauth. Entry Risk	Surveil- lance Risk	Suicide Bomber Risk	Other CF-1 Risk	Other CF-2 Risk	
1	Administration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2	Engineering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3	Warehousing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4	Data Center	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5	Food Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	Security	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7	Housekeeping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8	Day Care	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9	Other CF-1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10	Other CF-2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11	Other CF-3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12	Other CF-4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
13	Other CF-5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14	Other CF-6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
15	Other CF-7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
16	Other CF-8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
17	Other CF-9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
18	Other CF-10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

This form displays a summary of the final numeric risk value of each Threat-pair in the Critical Functions Matrix.

1. The black triangle indicates the record that is selected.

CRITICAL INFRASTRUCTURE MATRIX

Site Name: SiteOne Assessment Date: 01/01/2004 Assessment Type: Tier 1

TR: Threat Rating
AV: Asset Value
VR: Vulnerability Rating

Legend:
Low Risk (1-60)
Medium Risk (61-175)
High Risk (>175)

No.	Critical Infrastructure	Ingrained Explosives Device (IEDs)			Chemical Agent			Arms/Secondary Attack			Armed Attack			Biological Agent			Cyberterrorism			Agri-terrorism			Radiological Agent			Nuclear Device			Hazardous Material Release		
		TR	AV	VR	Risk	TR	AV	VR	Risk	TR	AV	VR	Risk	TR	AV	VR	Risk	TR	AV	VR	Risk	TR	AV	VR	Risk	TR	AV	VR	Risk		
1	Site	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
2	Architectural	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
3	Structural Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
4	Envelope Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
5	Utility Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6	Mechanical Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
7	Plumbing and Gas Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
8	Electrical Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
9	Fire Alarm Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
10	IT/Communications Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
11	Other CI-1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
12	Other CI-2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
13	Other CI-3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
14	Other CI-4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
15	Other CI-5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
16	Other CI-6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
17	Other CI-7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
18	Other CI-8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
19	Other CI-9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
20	Other CI-10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

Records: 14 | Rollup

This form records and numerically displays the results of analysis performed during the assessment. The matrix lists Critical Infrastructure down the left side and threats across the top to create Threat-pairs. For each Threat-pair, a numeric value, on a 1-10 scale, is recorded for a threat rating, an asset value rating, and a vulnerability rating. The methodology for determining the ratings is found in FEMA 452.

1. The black triangle indicates the record that is selected.
2. The **Rollup** button opens a window that summarizes all of the risk columns into one easy to read form called **Critical Infrastructure Rollup**.

Critical Infrastructure Rollup

Critical Infrastructure Rollup

Site Name: SiteOne Assessment Date: 01/01/2004
 Assessment Type: Tier 1

■ Low Risk (1-60)
■ Medium Risk (61-175)
■ High Risk (>175)

No.	Critical Infrastructure	IED (Bomb) Risk	Chem Agent Risk	Arson/ Incend. Risk	Armed Attack Risk	Bio Agent Risk	Cyber- terrorism Risk	Agr- terrorism Risk	Radio- logical Risk	Nuclear Device Risk	Hazmat Release Risk	Unauth. Entry Risk	Surveil- lance Risk	Suicide Bomber Risk	Other CI-1 Risk	Other CI-2 Risk
1	Site	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Architectural	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	Structural Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	Envelope Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	Utility Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	Mechanical Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	Plumbing and Gas Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	Electrical Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	Fire Alarm Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	IT/Communications System	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	Other CI-1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	Other CI-2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	Other CI-3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	Other CI-4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	Other CI-5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	Other CI-6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	Other CI-7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	Other CI-8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	Other CI-9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	Other CI-10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

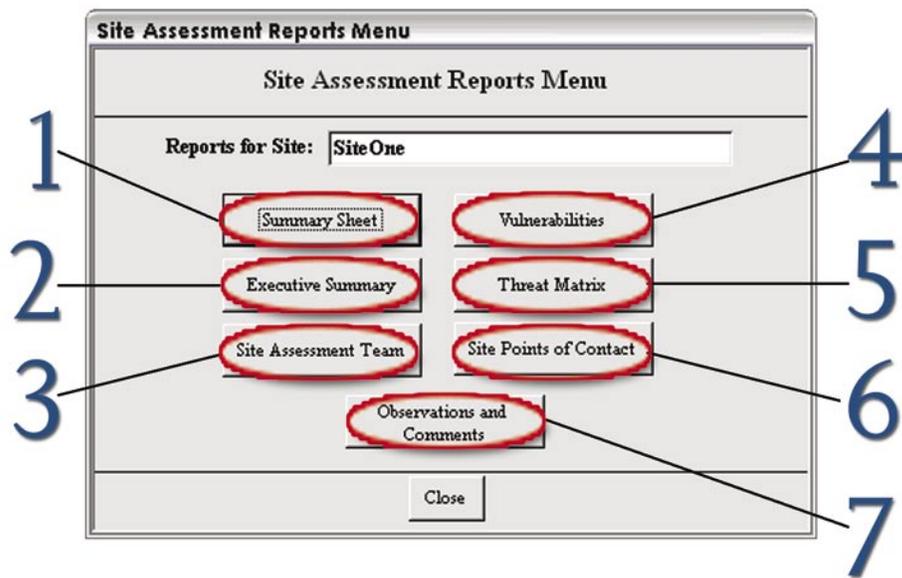
Record: 1 of 20 (Filtered)

1

This form displays a summary of the final numeric risk value of each Threat-pair in the Critical Infrastructure Matrix.

1. The black triangle indicates the record that is selected.

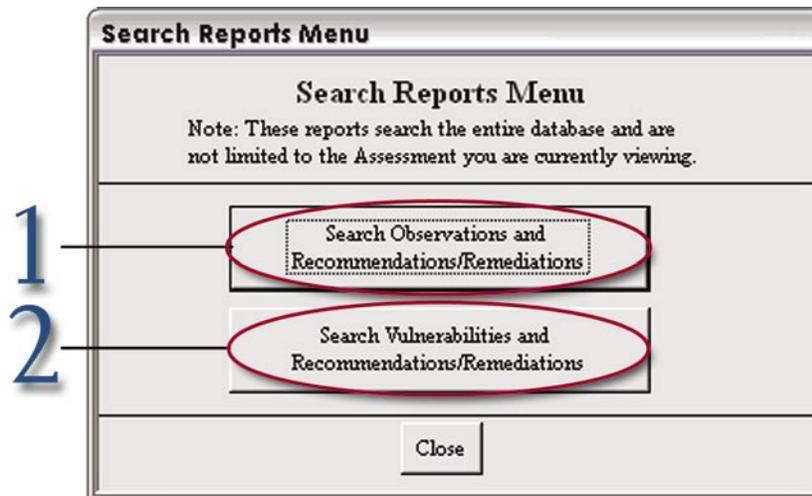
SITE ASSESSMENT REPORTS MENU



This menu is displayed when selecting the *Site Reports* button on the List of Assessments main form. From this location, the user can print any of the automated reports for the assessment specified at the top of the menu (the selected record on the List of Assessments for when the *Site Reports* button was depressed).

1. The *Summary Sheet* button produces the Site Summary Sheet report.
2. The *Executive Summary* button produces the Executive Summary report.
3. The *Site Assessment Team* button produces the report listing the information for the individual assessors responsible for that particular assessment.
4. The *Vulnerabilities* button opens the produces the Vulnerabilities and Recommendations/Remediations report.
5. The *Threat Matrix* button will perform an automated process that opens an Microsoft document and then populates the information for both the Critical Functions Matrix and the Critical Infrastructure Matrix.
6. The *Site Points of Contact* button produces the Site Point of Contacts report.
7. The *Observations and Comments* button creates the Assessment Observations and Comments report.

KEYWORD SEARCH REPORTS MENU



This menu appears after the user selects the *Other Reports* button at the bottom of the List of Assessments form.

1. The *Search Observations and Recommendations/Remediations* button opens the Observations and Recommendations/Remediations for Assessment Checklist form.
2. The *Search Vulnerabilities and Recommendations/Remediations* button opens the Vulnerabilities and Recommendations/Remediations form.

Note: these reports search the entire database and are not limited to the assessment the user is currently viewing.

Observations and Recommendations/Remediations for the Assessment Checklist

Site Name	Vulnerability Assessment Checklist #	Section Heading	Observation	Recommendation / Remediation
Site Two	1-1	Site		
Site Two	1-2	Site		
Site Two	1-3	Site		
Site Two	1-4	Site		
Site Two	1-5	Site		
Site Two	1-6	Site		
Site Two	1-7	Site		

This form is used to search all the observations and recommendations/remediations for all the assessment sites.

1. The black triangle indicates the record that is selected.
2. The fields in the green box allow the user to search for and display only the observations and recommendations/remediations of interest.
3. The **Search** button performs search based on criteria entered into the fields described above.
4. The **Clear** (show all records) button will allow all sites to be seen again.
5. The **Print View, Sort by Site** button will create a report of the search results sorted by site name.
6. The **Print View, Sort by Checklist #** button will create a report of the search results sorted by the question number.

Vulnerabilities and Recommendations/Remediations

The screenshot shows a web application window titled "Vulnerabilities and Recommendations/Remediations". The window contains a table with columns: Site Name, Priority, Building, Vulnerabilities, and Recommendations. A search bar is located at the top of the table, with a "Search" button and a "Clear" button. A "Print View Vulnerabilities" button is located at the bottom of the window. A "Close" button is also present. The form is annotated with five numbered callouts: 1 points to a black triangle in the first row of the table; 2 points to the search bar; 3 points to the "Search" button; 4 points to the "Clear" button; and 5 points to the "Print View Vulnerabilities" button.

Site Name	Priority	Building	Vulnerabilities	Recommendations
SiteOne Cost: \$0.00	1	Site		
SiteOne Cost: \$0.00	1	Site		
SiteOne Cost: \$0.00	1	Site		
SiteOne Cost: \$0.00	1	Site		

This form is used to search all the vulnerabilities and recommendations/remediations for all the assessment sites.

1. The black triangle indicates the record that is selected.
2. The fields in the green query box allow the user to search for and display only the vulnerabilities and recommendations/remediations of interest.
3. The **Search** button performs search based on criteria entered into the fields described above.
4. The **Clear** (show all records) button will allow all sites to be seen again.
5. The **Print View Vulnerabilities** button will create a report of the **Search** results.

ASSESSMENT CHECKLIST QUESTION DETAILS

The screenshot shows a table with the following columns: Vulnerability Assessment Checklist #, Section Header, Question, Guidance, and Comments. The first row is selected, indicated by a black triangle in the first column. A green query bar is located at the top of the table. Below the table, there are buttons for 'Search', 'Clear', and 'View Questions/Observations'. A record indicator at the bottom shows 'Record: 1 of 26'.

Vulnerability Assessment Checklist #	Section Header	Question	Guidance	Comments
1	Site	What major structures surround the facility (site or building(s))? -- What critical infrastructure, government, military, or recreation facilities are in the local area that impact transportation, utilities, and collateral	Critical infrastructure to consider includes: - Telecommunications infrastructure - Facilities for broadcast TV, cable TV, cellular networks; newspaper offices, production, and distribution; radio stations; satellite base	
1-2	Site	Does the terrain place the building in a depression or low area?	Depressions or low areas can trap heavy vapors, inhibit natural decontamination by prevailing winds, and reduce the effectiveness of in-place sheltering. - Reference: USAF Installation Force Protection Guide.	
1-3	Site	In dense, urban areas, does curb lane parking place uncontrolled parked vehicles unacceptably close to a building in public rights-of-way?	Where distance from the building to the nearest curb provides insufficient setback, restrict parking in the curb lane. For typical city streets this may require negotiating to close the curb lane. Setback is common terminology.	
1-4	Site	Is a perimeter fence or other types of barrier controls in place?	The intent is to channel pedestrian traffic onto a site with multiple buildings through known access control points. For a single building the intent is to have a single visitor entrance. - Reference: GSA PRS-P100	
1-5	Site	What are the site access points to the site or building?	The goal is to have at least two access points: one for passenger vehicles and one for delivery trucks due to the different procedures needed for each. Having two access points also helps if one of the access points becomes	
1-6	Site	Is vehicle traffic separated from pedestrian traffic on the site?	Pedestrian access should not be endangered by car traffic. Pedestrian access, especially from public transportation, should not cross vehicle traffic if possible. - Reference: GSA PRS-P100 and FEMA 386-7	

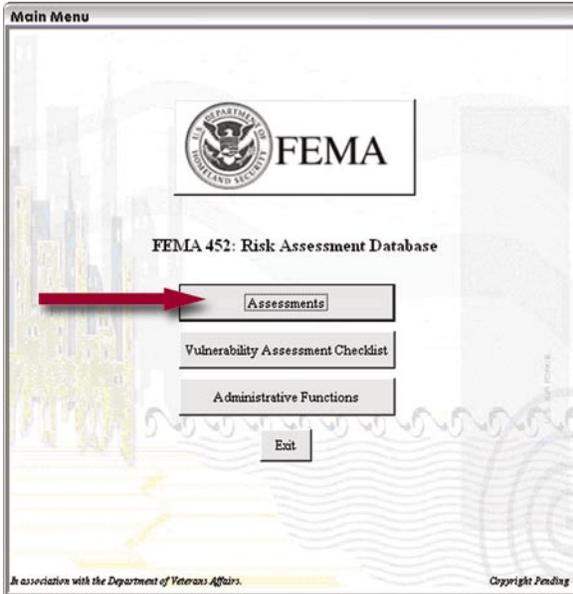
This form shows all of the vulnerability assessment checklist questions in the database.

1. The black triangle indicates the record that is selected.
2. The green query bar allows the user quick access to the assessment questions by utilizing a drop down menu to select the question numbers or section header. There are also manually entered search forms for Question or Guidance by searching for keywords entered.
3. The **Search** button performs search based on criteria entered into the fields described above.
4. The **Clear** (show all records) button will allow all sites to be seen again.
5. The **View Questions/Observations** button opens the **All Observations and Comments for This Question** for the selected question.

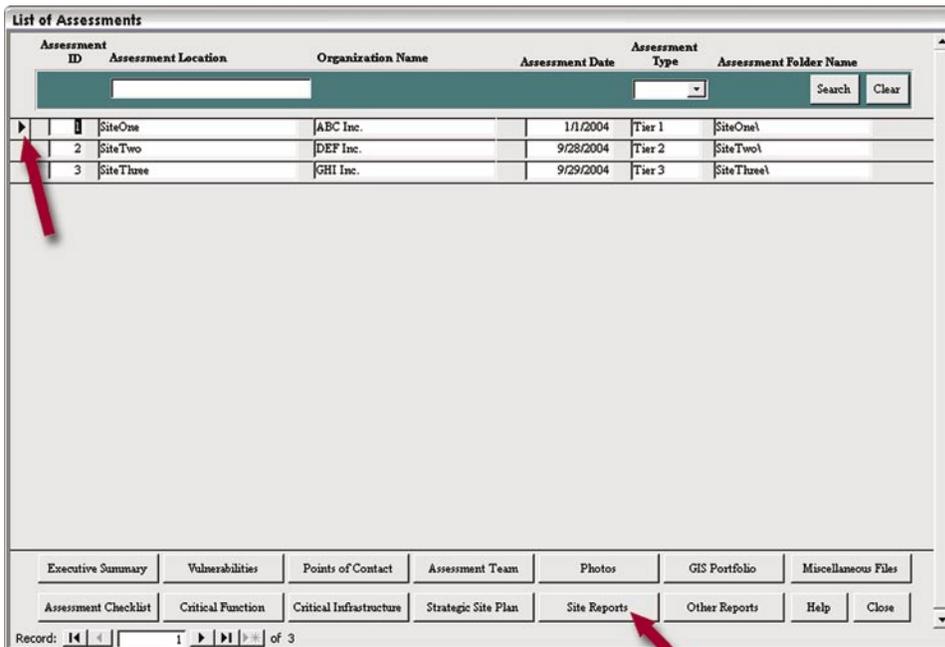
PRINTING REPORTS AND ACCOMPANYING MATERIALS

Printing Assessment Sections Completed by Assessors

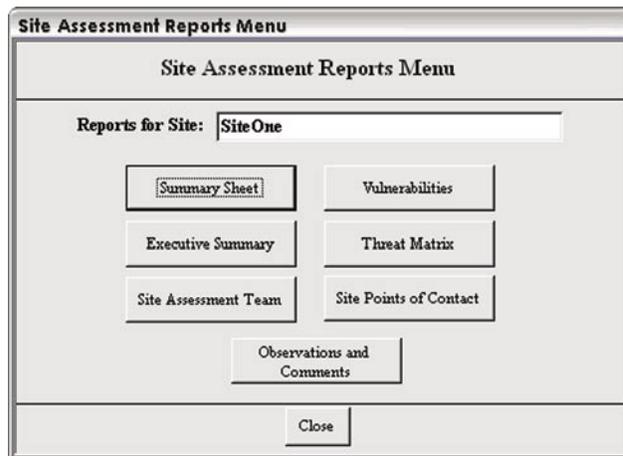
1. Open the database, and click on the *Assessments* button.



2. The List of Assessments window will open. Place the arrow on the left next to the desired assessment site. Click on the *Site Reports* button.



3. The **Site Assessment Reports Menu** window will appear for the selected assessment site.



- a. Clicking on the *Summary Sheet*, *Executive Summary*, *Site Assessment Team*, *Vulnerabilities*, *Threat Matrix*, *Site Points of Contact*, or *Observations and Comments* button will produce an onscreen report, which can then be printed for a hard copy of that section.
- b. The sections that are normally used in an assessment report are the *Executive Summary*, *Site Assessment Team*, *Vulnerabilities*, *Threat Matrix*, and *Site Points of Contact*.
- c. The *Threat Matrix* button will produce a formatted Microsoft Excel Book with values.
- d. To print both matrices (Functions and Infrastructure), go to File → Print (in Excel), and be sure to select “*Entire workbook*” before clicking “*OK*”.

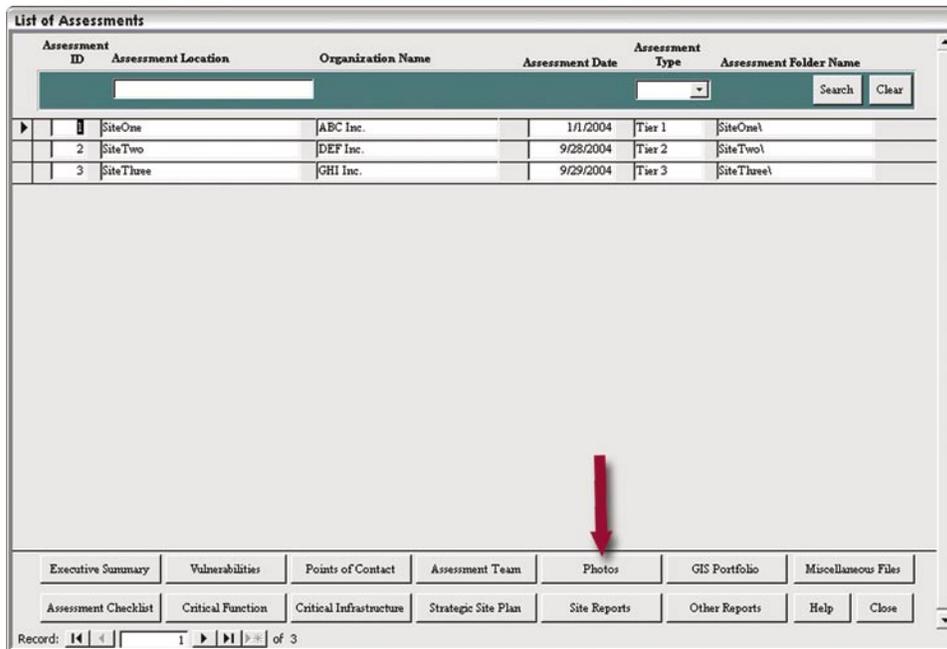


4. Print desired sections.
5. Close the **Site Assessment Reports Menu** to return to the **List of Assessments** window.

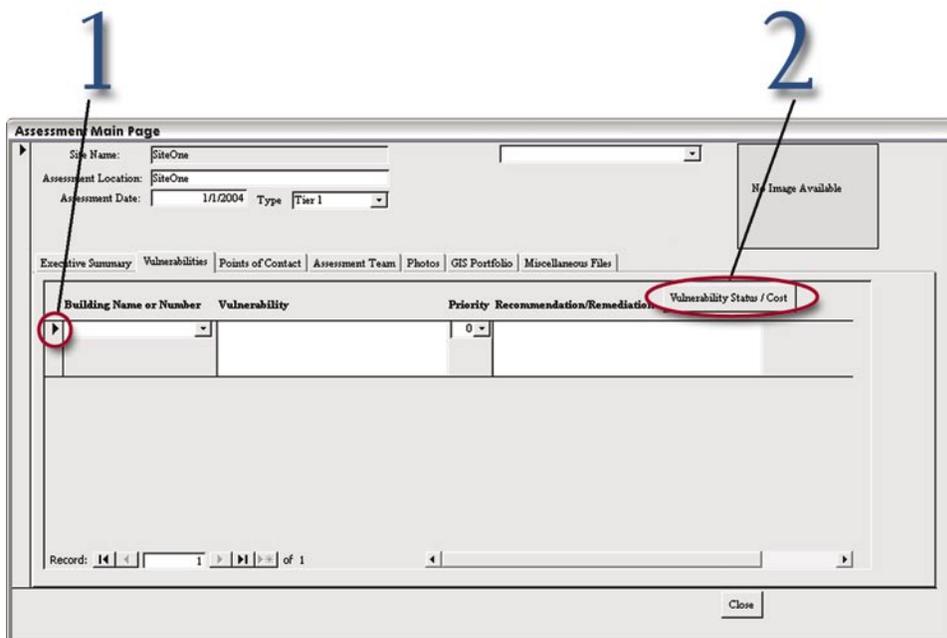
Printing Photos, GIS Portfolio, Floor Plans, Emergency Plans, and Other Related Documents

Printing Photos

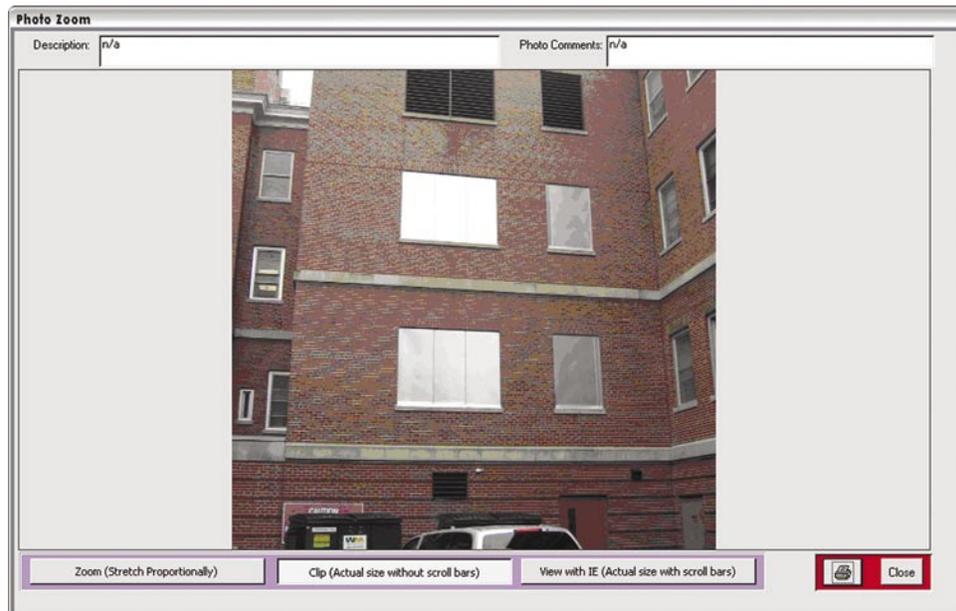
1. On the List of Assessments window, click the *Photos* button.



2. The Assessment Main Page window will open, and the *Photos* tab will be open. Click *Load Photos* to display the photos.



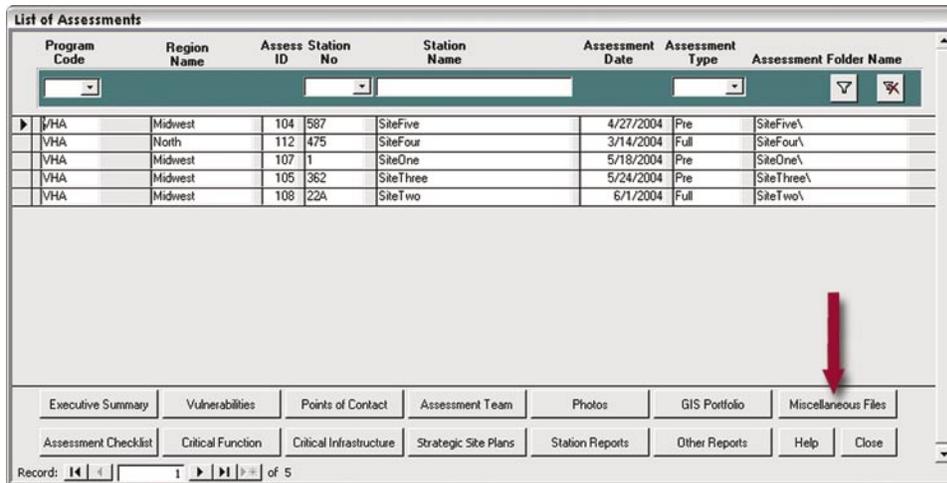
3. To open a photo for printing, double click on the thumbnail for the desired photo, and a **Photo Zoom** window will open:



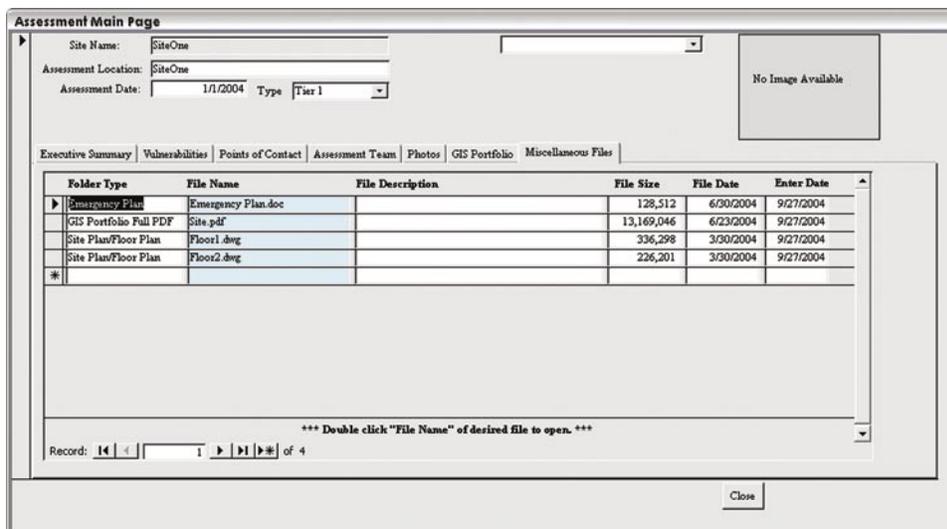
4. Close the **Photo Zoom** window and the **Assessment Main Page** window to return to the **List of Assessments** window.

Printing GIS Portfolio, Floor Plans, Emergency Plans, and Related Documents

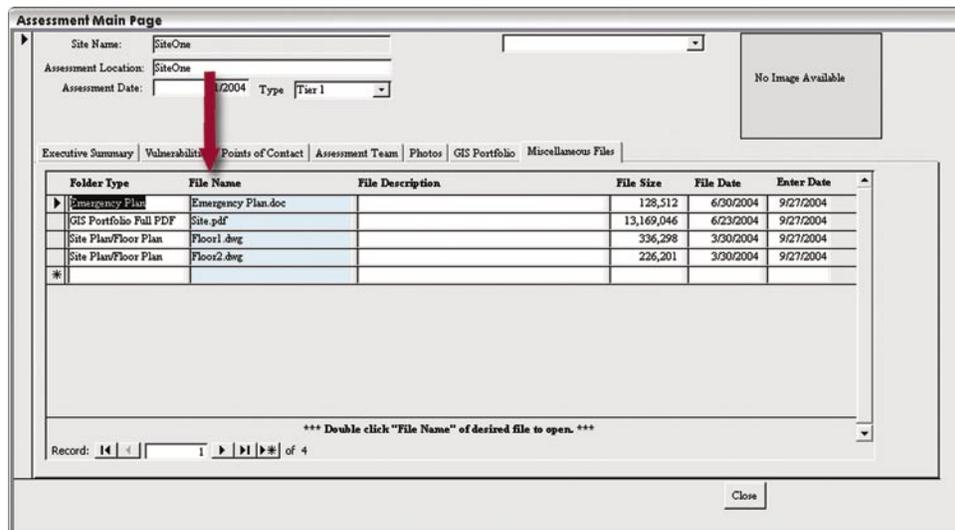
1. On the List of Assessments window, click the *Miscellaneous Files* button.



2. The Assessment Main Page window will open, and the *Miscellaneous Files* tab with those files loaded in the assessment will be displayed. This may be blank if no files were collected. For the User Guide we have listed 4 file examples:



3. To open the desired files, double click the **File Name** of the desired file.



Note: The desired files are designated by **Folder Type**. GIS Portfolios, Floor Plans, Emergency Plans, and the other reports will each have a designated **Folder Type**. Also, *each file will open with a program external to the database. It is necessary that the program be installed on the computer to open the desired file.*

- The **GIS Portfolio**, if part of the assessment, will have a Folder Type of **GIS Portfolio Full PDF**. The file will open with **Adobe Acrobat**. (Download at: <http://www.adobe.com/products/acrobat/readstep2.html>)
- The **Floor Plans** will have a Folder Type of **Site Plan/Floor Plan**. These files will generally open with any **AutoCAD viewer/reader (DWG)**, such as Volo View.
- The **Emergency Plans** will have a Folder Type of **Emergency Plan**. These files will generally open with **Microsoft Word**.

4. Print each file from the program it opens in.