

**LOCAL AGENCY SECURITY SURVEY**

(Due before July 1 each fiscal year)

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| <b>Local Agency:</b>                          |  |
| <b>Site:</b>                                  |  |
| <b>A. Physical Security of ADP Equipment:</b> | 1. Describe the physical setting:  |
|   | 2. Is WIC in its own building?   |
|   | 3. If not in its own building, is WIC in a larger building with others?  |
|   | 4. If in a larger building with others, what other entities share the facility?  |
|   | 5. Are WIC offices separated by lockable doors?  |
|   | 6. Who is responsible for locking WIC offices?   |
|   | 7. How many staff have keys?   |
|   | 8. Is there any record of keys issued?   |
|   | 9. How are keys accounted for when someone leaves the agency?  |
|   | 10. Does anyone outside WIC, such as other county staff, cleaning crews, etc. have access to WIC facilities? If yes, please specify: |
|   | 11. Have any security concerns surfaced in the past 2 years?   |
|   | 12. If yes, how were the security concerns handled?  |
|   | 13. Who handled the security concerns?   |
|   | 14. How is documentation of security concerns kept?  |

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| <b>B. Equipment Security</b> | 1. If laptops are used at your sites, where are they stored when not in use?   |
|                              | 2. Who is responsible for the laptops?   |
|                              | 3. Is there a system for checkout and return of laptop?  |
|                              | 4. Are laptops connected to the network at least every 30 days for updates?  |
|                              | 5. What are the allowable reasons for laptops to leave the office?   |
|                              | 6. Is there a detailed inventory of all equipment maintained?  |
|                              | 7. If yes, where is the detailed inventory of all equipment maintained kept?   |
|                              | 8. Who is responsible for updating the detailed inventory of all equipment maintained?                               |
|                              | 9. What agency or entity is responsible for insurance and other valuables at the WIC local agency clinics?           |
|                              | 10. How are computers protected against the busy hands of toddlers in the WIC offices?                               |
|                              | 11. Are desktops, laptops, and the server inaccessible to unauthorized users (i.e., located away from public areas)? |
|                              | 12. Are participants escorted into and out of computing areas?   |
|                              | 13. Are computers locked when the employee steps away from their desk?   |
| <b>C. Personnel Security</b> | 1. Is a list maintained of all persons who have access to WIC facilities and equipment?                              |
|                              | 2. If yes, who is responsible for maintaining the list?  |

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|  | 3. What procedures are in place to change passwords, change locks, remove access, retrieve keys, etc. when a person leaves the job? |
| <b>D. Contingency Plans and Emergency Preparedness</b> | 1. Does the local agency have a plan in place to get the clinic back up and running in the event of a crisis?                       |
|  | 2. Is the plan familiar to everyone in the office?  |
|  | 3. Where are backups stored?  |
|  | 4. Who should you call?   |
|  | 5. Where is the nearest neighboring agency or other computer or laptop you could share, or borrow?                                  |
|  | 6. Where would WIC operate if the site was damaged by fire, flood, etc.?  |
|  | 7. Are there fire extinguishers readily accessible?   |
|  | 8. Does staff know how to use them?   |
|  | 9. Who is responsible for verifying their operability?  |