During this video lecture, we will focus on the course project for HLS 210. As you have probably noted in the syllabus, the project accounts for a significant portion of your grade in this course. This project will allow you to critically apply the physical security strategies and technologies taught in this course in a real-world setting. The product that is produced will not only assist you in this course, but will be a model for future work in this area should the opportunity arise. Without further ado, let’s take a look at it in more detail.
As we talked about in week three with the chapters from Fennelly and Broder, a physical security assessment is an effective way to assess the security at any given facility or building. In fact, the assessment is a culmination of all the strategies and technologies that we will discuss and learn about in HLS 210. The assessment will also give you the foundation to continue your education and training in this area with regards to risk and vulnerability assessment. If you have not watched the week three video and reviewed the assigned readings for that week, it is strongly encouraged that you do so before tackling the deliverables for this project.

This video lecture will provide you with a general overview of the project; however, you need to review the deliverable guidelines for each of the three deliverables. Each deliverable has its own packet of information that should be followed very carefully. While this project will allow you to exercise your critical thinking skills and conduct fieldwork, there are general guidelines that you must follow.

Let’s go ahead and talk about the points that will be earned on this project.
As previously mentioned, there are three phases with three corresponding deliverables within this project. The rationale behind the phased approach was to break the project into manageable pieces on which you can progress during the semester.

As noted on the slide, Phase one is worth 25 points, phase two is worth 75 points, and the culminating assessment report (or phase three) is worth 150 points.

Again, In order to obtain the points for each deliverable, please follow the guidelines and review the assessment matrices for each deliverable as provided in the handouts.
SLIDE FOUR: TIMELINE

As I am sure you are aware, we are working on an eight week semester for this course. In order to complete the project in this time period, it is imperative that you submit the deliverables on the dates and times indicated. This will not only keep you on track, but it will allow time for me and the facilitators to provide feedback on your submissions. If you have any questions on the timelines, please let me know.

<table>
<thead>
<tr>
<th>PHASE #:</th>
<th>COMPONENT:</th>
<th>DUE DATE / TIME TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONE</td>
<td>Critical Infrastructure Site Selection</td>
<td>11:59 PM - SUNDAY (WEEK #: THREE (3))</td>
</tr>
<tr>
<td>TWO</td>
<td>CI Background &amp; Site Survey Questions / Checklist</td>
<td>11:59 PM - SUNDAY (WEEK #: SIX (6))</td>
</tr>
<tr>
<td>THREE</td>
<td>Physical Security Assessment Report</td>
<td>NOON - Wednesday (WEEK #: EIGHT (8))</td>
</tr>
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SLIDE FIVE: PHASE ONE – Building / Facility Selection

Let’s dig into the specifics of each of the three phases. The purpose of the phase one deliverable is two-fold. First, students will select a building or facility on which an on-site physical security assessment will be conducted. Second, the student will obtain permission from the building / facility’s security point of contact to conduct the assessment in a few weeks. I know I have said this repeatedly, but please consult the individual guidelines for each phase in order to obtain additional and clarifying information.
When selecting your building/facility, you must choose one that fits into one of the United States Department of Homeland Security’s 16 critical infrastructure sectors. This slide shows the various sectors, but you need to review specific information to determine where your building or facility fits in. The specific URL to the DHS site can be found in the phase one deliverable guidelines. The building or facility must be located in an area in which the student can make one (possibly two if necessary) site visits in order to conduct the security survey. This does not necessarily mean that it be located in Madison County for our local students. The building or facility can be anywhere in the United States as long as it is accessible to you and the infrastructure point of contact gives you permission for access.
Students should make contact with the building / facility’s security point of contact. Keep in mind that some of the facilities may be small and the owner or president may serve in this role. While the initial point of introduction may be on the phone, the student is encouraged to approach the point of contact in a face-to-face meeting. When approaching the point of contact, students should explain the assignment that is being conducted and ask permission to conduct the assessment in a few weeks (at a time that is convenient for the point of contact). To assist with the appropriate language for this initial meeting, I have developed a few sample introduction points that you may find useful; they are located in the phase one guidelines packet. Please keep in mind that the instructor reserves the right to contact the point of contact listed on the submitted phase one deliverable to ensure permission has been granted.

Following approval from the point of contact, the student should obtain sufficient information to describe the building/facility’s purpose or function as displayed in the example provided in the guidelines.
SLIDE EIGHT: PHASE TWO: Building / Facility Background & Site Survey Questions / Checklist

Next, the purpose of the phase two deliverable is also two-fold. First, students will develop a building / facility background section that will be inserted into the final report. Second, the student utilize the checklists found at the conclusion of Fennelly’s chapter THREE to develop a customized list of questions/checklist for the specific building / facility.
The first part of this deliverable will be the start of a section within your final report. The facility background will give the report reader the details of the overall facility without them having to step foot on the facility grounds. It is extremely important to be very detailed in describing the different characteristics. While general guidelines/tips will be provided below, each facility will have its own intricacies.

As described in the phase two deliverable guidelines, there are four main areas that should be outlined in this section:

FACILITY SUMMARY
FACILITY CRITICALITY
FACILITY BACKGROUND / SERVICES
FACILITY EXISTING SECURITY INFRASTRUCTURE

Please see the guidelines and the example located within the phase two guidelines for more information.
Part two of the phase two deliverable is the development of the security survey questions and/or checklist. These are the actual questions that you will ask of / observe from your building / facility. As you have read, chapter three within the Fennelly text provides a comprehensive explanation of security site surveys. Additionally, the two chapters from the Broder text, which are located in the course documents, will also provide additional clarification.

For purposes of this phase / project, students should review the physical security survey, Guard Security and Office Security.

Each infrastructure has unique characteristics which in turn affect the types of questions that you ask. For example, if an infrastructure has no safes, you do not need to ask questions about safes.

Students should select approximately 40 questions from the various categories within the physical security survey, 5 Questions from the Guard Security and 5 questions from the Office Security. This equates to 50 total questions.
Questions should be selected after permission has been obtained from the building supervisor (Phase One) and the student has a good understanding of what the building contains, purpose (Part one of the Phase Two Deliverable – Building / Facility Background). The questions should be listed in a numbered format and submitted with part one. It would be helpful if you leave yourself some room under each question to collect answers when you conduct the on-site survey.
Last, but certainly not least, is the culmination of the project, the physical security assessment report. The purpose of this deliverable is the development and submission of a professional physical security assessment report. Students should take the role of a security professional in an effort to safeguard life and property within the selected building / facility.

This deliverable becomes the culmination of all the efforts on the project. It provides a detailed picture of what was observed, evaluated, and considered, and also lets management know where your concerns were emphasized.
In developing the assessment report, we will utilize Broder’s chapter, “The Survey Report” as the general framework. There will be a few slight modifications; however, the majority will be left intact.

The Assessment Report will consist of the following seven components. Please keep in mind that each of these components is detailed within the phase three deliverable guidelines.

- Cover Letter
- Purpose
- Scope
- Building / Facility Background
- Findings
- Conclusions
- Recommendations
In closing, this project will give you an opportunity to actually work in the field and critically apply the knowledge you have obtained from the class in a real-world setting. It is imperative that you stay on track with regards to deliverable due dates and continuously work on the project by not waiting until the week a deliverable is due. Past classes have enjoyed this work and find it to be very beneficial in their future careers. That being said, if you have any questions or concerns please do not hesitate to contact me or your course facilitators. Good Luck!