

Building Access Plan

Line of Business: Property, General Liability, Public Official Liability, Educators Legal Liability, Workers' Compensation

Risk Control Strategy/Key Issues: To establish a program of access control to reduce the organization's exposure to unauthorized building entry and increase workplace security for employees.

Suggested Policy Elements:

1. **Policy statement** should be developed to 1) establish protocols and procedures for access control to buildings within the organization. These controls should be implemented throughout the facilities under the control of the organization. The policy should also 2) establish management's commitment to controlling access and assign responsibility and accountability for the policy to a single individual. Additional personnel may be needed to implement the policy, but a single person should be assigned the authority to implement the organization's plan of action.
2. **Building security control procedures** should be established to minimize access points for ingress and egress to structures. Procedures for the review of each structure should be established and formalized through a standard evaluation checklist. Each facility location should have the following:
 - Individual accountability for each building should be assigned to ensure the program is carried out and controls established and updated as needed.
 - Public entrances should be monitored or secured either by security/police personnel or the entrance placed under remote video surveillance to restrict access by unknown persons or former employees. When an employee ends their employment, then security codes and passwords must be changed and combinations or locks with keys that have not been returned must be replaced to maintain the integrity of the building security.
 - Entry to non-public entrances should be controlled. Entrances should be locked or otherwise secured to preclude unauthorized entrance. No compromising of entrances should be allowed, such as propping open the doors to the parking lots to allow for easier access when an employee leaves to smoke or obtain something from their vehicle. Discipline must be enforced for such actions.
 - Police/security patrol should be made familiar with the facility--entrances and usage. This will enable them to better evaluate the facility and recognize unauthorized usage or access.
3. **Facility access documentation** should be established for each facility permitting general public access.
 - Schools should have visitors sign in and out. No visitor should be allowed to wander the facility without a visitor pass or badge and/or a staff member accompanying them.
 - After-hours sign in/out should be initiated to document who is on the premises during as non-operational hours.
 - Contactors and employees should have been submitted to a background search if they are to be permitted access to all areas of the school for extended lengths of time. All employees and contractors should be issued ID badges with limited use life and color coded to allow for easy identification.

- A log noting all security issues should be maintained and the records kept as permanent records of the security of the organization. Access documentation should be maintained and not destroyed if the log covers any allegation of wrongful doing that is pending against the organization.

4. Training procedures should be instituted for all responsible employees regarding this policy.

- Employees that are expected to enforce the policy should be provided with conflict resolution and emergency operational event training. Everyone should know what to do and if and when to evacuate the facility if a dangerous situation develops.
- Annual emergency drills should be conducted to test the evacuation procedure and insure that employees have learned the proper techniques and protocols in an emergency situation.

Program Activities Calendar:

- Annual Compliance Audit
- Annual Emergency Drill
- (Schools/Universities/Colleges) Annual Training first quarter of Fiscal Year or School Year
- Annual Records Compliance Review

Web Site Links:

- The U.S. Department of Justice
<http://www.usdoj.gov>
- U.S. Department of Education
<http://www.ed.gov/>

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SAMPLE BUILDING ACCESS PLAN POLICY CHECKLIST

When an employee leaves or is terminated from a position, a review of their facility access should be completed and all access hardware such as keys should be obtained before they leave the grounds. All combination door locks should have the codes changed, and the new codes provided to all existing employees.

A review of all points of access should be made to determine how they are controlled and who has access through these entryways. How is access controlled and by what means:

- Key cards?
- Keys controlled?
- Combination pads?
- Etc.

These access points should then be listed and reviewed in an ongoing basis. Positioning of these areas should be reviewed and evaluated for types of controls that should be in place. Some of suggested controls are:

- Panic buttons
- Individual buildings or remote locations?
- Communications by walkie-talkies or other devices?
- Auxiliary source of power?
- Manual back-ups for automatic systems.
- Walk-through metal detectors
- Metal detectors manned by guards
- Hand held metal detectors

Not all of these controls are suitable for all facilities. Stationary metal detectors are fine for courthouses and other municipal facilities where access is controlled through a central point. Schools should concentrate on hand held detectors and a visible presence at entryways, as well as, on the grounds during changing of classes, the start and end of the day and during school wide activities.