

## Building Security Plan

**Lines of Business:** Property, General Liability

**Risk Control Strategy/Key Issues:** Establish an access control plan to limit unauthorized building entry

### Suggested Program Elements:

#### 1. Policy Statement:

- Include a statement of management's commitment to controlling building access in the policies and procedures, and/or crisis management plan
- Delegate authority for implementation of the plan and state that necessary resources will be provided to ensure its success
- Assign responsibility and accountability for the plan to persons who will be responsible for compliance with plan elements

#### 2. Building Access Controls:

- Evaluate current facility design, use and limitations to determine specific access needs and requirements during regular hours of operation and after-hours usage
- Minimize the number of entrances without compromising emergency egress. This can be accomplished by using door hardware that only opens from the inside.
- Magnetic locks can help to ensure doors fully close and latch after entry or egress is made.
- Create a visitor sign-in, sign-out, and escort procedure
- Use visitor ID badges
- Post signs on exit doors that state visitor sign-in requirements and warn that violators could be charged with trespassing
- Secure custodial and delivery doors and keep records of deliveries that include the following:
  - ✓ Vendor name
  - ✓ Name of delivery person
  - ✓ License plate of vehicle
  - ✓ Date and time of arrival and departure
- Restrict after-hours access by groups to limited areas and entry points where unfettered access to the building is not possible
- Provide a staff member or security guard at group functions during after hour use
- Keep all doors locked and secured during afterhours activities
- Limit key distribution and, if possible, use electronic card key access to monitor entry
- Require the use of photo ID badges by staff, and students where applicable
- Provide security cameras at access points when possible
- Use security resources that have a visible presence, such as a deputy, police officer, or school resource officer
- Provide communication devices such as intercoms or buzzers so that management can be alerted if a trespasser is present in a restricted area
- Ensure roof access is minimized
- In sensitive areas, or when violence is a concern, consider using metal detectors
- Use central station monitored intrusion alarm systems when possible

### 3. Grounds access control:

- Provide adequate lighting at access points and in parking facilities
- Clearly identify visitor parking with signage
- Design vehicle and pedestrian traffic flow so that persons can be monitored while on the grounds
- Require parking stickers in employee parking lots and in student lots when applicable
- Use security cameras when possible
- Install fencing or hedgerows in areas with high pedestrian traffic patterns or in areas where crime is a concern, to keep unauthorized persons off of the grounds
- Employ security services for outdoor events or gatherings

### 4. Training procedures:

- Provide a disciplinary consequence for not following established policies and procedures
- Conduct training on police or security officer notification procedures
- Train employees on the need for the program and specific elements of the access controls that have been implemented
- For schools:
  - ✓ Train all staff to greet and challenge strangers without proper badges and how to use communication equipment
  - ✓ Train students not to open doors to other students, adults they know, or strangers
  - ✓ Educate parents about the reasons for increased access control and the importance of them following established protocols

### Calendar of Events:

- Conduct annual audits to ensure needs, use, and limitations have not changed, and if they have changed, make appropriate adjustments to the perimeter access plan
- Develop a self-inspection and preventive maintenance plan to ensure controls are in place and working effectively
- Provide annual training in the first quarter of the fiscal year or school year
- Conduct annual records compliance review audits and spot check proper compliance periodically

### Web Site Links:

- United States Department of Labor – Occupational Safety & Health Administration  
<http://www.osha.gov>
- United States Department of Justice  
<http://www.justice.gov/>
- Practical Information on Crisis Planning: A Guide for Schools and Communities  
<http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>
- Federal Emergency Management Agency  
<http://www.fema.gov>

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## BUILDING PERIMETER ACCESS SECURITY CHECKLIST

TARGET ISSUE	YES	NO
<b>PROGRAMMATIC ELEMENTS AND POLICIES</b>		
Does the written policy include provisions for the locking of doors?		
Has staff been trained on this security policy?		
Are periodic (at least annual) reviews of building security plans part of the policy?		
Has a risk manager reviewed the security policies and procedures?		
Are emergency numbers posted by or on telephones?		
Are there enforced and written rules restricting non-student access to laboratories, dormitories, and other buildings?		
Are there signs posted that request all dormitory visitors to be checked in?		
Is there a policy for ensuring communication lines on campus during a crisis?		
Are personnel trained in how to contact emergency response personnel?		
<b>SCHOOL SECURITY</b>	<b>YES</b>	<b>NO</b>
Are there central alarm systems?		
Is there regular maintenance and testing of all security systems at least twice a year?		
Are directly employed campus police sworn officers in state having jurisdiction?		
Are there any Videotape Surveillance Cameras? They must be equipped with an 8-day minimum storage of tapes before taping over them.		
Is there a security guard / service for the campus?		
Is the security guard / service armed or unarmed?		
Do local police make frequent visits / patrols of the campus?		
Is there a good relationship established with the campus and the local police department?		
Do the nearest police and fire officials know the name of the deans and designated staff members in case of an emergency?		
Does the administration know the response times / capabilities of local security, police, fire, and ambulance services?		
Has the campus had a prior history of volatile issues, arson, theft, disorders or vandalism, and if so, have these issues been addressed for prevention of recurrence?		
Are students restricted from entering vacant buildings/laboratories alone?		
Are staff members who remain in campus buildings after hours or on weekends required to sign in and out?		
Are faculty members required to lock/secure classrooms upon leaving?		
Are there an adequate number of exits with panic hardware - unchained and unlocked during operational hours?		
<b>COLLEGE/UNIVERSITY INTERIORS</b>	<b>YES</b>	<b>NO</b>
Are hallways properly lighted?		
Are bathrooms properly lighted and supervised?		
Are exits clearly marked?		
Is all equipment properly marked?		
Are windowpanes in good condition (not cracked) and made of shatterproof glass?		
Are window hardware pieces in good working order?		

Do windows and doors have security shatterproof glass?		
Are doors prevented from opening from outside if they are in unsecured outdoor areas?		
Are high-risk areas (main office, computer room, cafeteria, auditorium, cafetorium, gymnasium, shops and labs protected by an alarm system?		
Are housekeeping standards meticulous so that there should be no junked up areas in order to more easily identify items that do not belong there and may pose a security risk?		
<b>SCHOOL EXTERIOR</b>	<b>YES</b>	<b>NO</b>
Are the grounds fenced?		
College/University buildings and grounds when not in use at night should be either lit up entirely at night or not at all. Are either of these controls in place?		
Are gates, if they exist, secured after hours?		
Have neighbors been invited to the school and encouraged to report any unusual incidents?		
Are there signs that declare your grounds to be drug-free and gun-free zones?		
Are shrubs and trees trimmed to allow for a good line of sight?		
Is all graffiti on the walls covered within 24 hours after it appears?		
Are all student gathering areas visible?		
Is visual surveillance of any juvenile playground areas and equipment possible?		
Are all campus buildings and grounds accessible to security patrols?		
<b>PARKING LOT</b>	<b>YES</b>	<b>NO</b>
Is visual surveillance of parking lots possible from business or other administrative offices?		
Do parking lot attendants or guards have radios for immediate communication with the school?		
Are students issued parking stickers for assigned parking areas?		
Does security patrol parking areas?		
Is student access to parking areas viewable from administration or other offices?		
Has a parking area been designated for students?		