



WORK GROUP UPDATE 6/8/20

Access Control/Hardware - This work group will concentrate on physical security and safety internal to the facility. This will include normally occupied spaces, physical plant spaces, and other accessory areas. This group will look at hardware both in its “normal” use and its “incident” use. This work group should consider the many uses of a facility, not just the primary use. The work product should be generic to all occupancies but can give examples using specific occupancies, where appropriate.

Draft report content: Examples of front/main door security/access control in educational facilities.

- *The main entry is the designated primary entry location.*
 - *There should only be one main entry per building “Single Point Entry”.*
 - *A building could have multiple main entries if you have a K-12 building with different entrances dedicated to Elementary, Intermediate/Middle and High School.*
 - *Identifying which door(s) are considered the main entry – the designated primary entry location – is the responsibility of building owner, architect, building officials, and law enforcement.*
 - *All other exterior doors should always remain locked.*
- *The Main Entry should consist of a secure vestibule with a transaction window in the vestibule.*
 - *This will prevent visitors from getting fully into the school until they have been vetted by school staff or security.*
- *Recommended methods of physically securing the Main Entry: Minimal; Good; Better; Even Better. “Even better” noted below (Figure 4 not shown)*

Main Entry Figure 4	Security Level: Even Better
<i>Exterior Doors (Student Entry)</i>	<i>During student arrival and dismissal times the exit devices will be electronically unlocked or electronically held in the “dogged” position allowing for free entry.</i>
	<i>At the end of arrival and dismissal times all the doors will be electronically locked or undogged. This can be done on a programmed time or by the security system.</i>
	<i>After school operating hours all the doors shall be locked.</i>
	<i>Provide Security Glazing for all exposed glass below 7’, including in sidelights</i>
<i>Additional features not shown for brevity</i>	

Admin/Planning - This work group will highlight the stakeholders involved, the importance of coordinated planning which is right for each facility, and the best practices surrounding privacy of documents and communication of the plan. It will also encompass best practices in preparing and performing drills both on the safety and security sides. This work group will also investigate communication both internally amongst building occupants and externally with and amongst first responders. Lastly, this group will put together a library of resources for stakeholders. The work product should be generic to all occupancies but can give examples using specific occupancies, where appropriate.

Draft report content:

- *Identification of the stakeholders involved*
- *The importance of planning scenarios and concepts*
- *Best practices surrounding privacy of documents*
- *Developing and reviewing appropriate plans and drills. Best practices in preparing and performing drills both on a safety and security side.*
- *Develop a library of resources for stakeholders*
- *Generic work product for all occupancies with examples using specific occupancies, where appropriate.*
- *Identification of existing, or future development of a security professional category*

Facility Hardening - This work group will concentrate on the site and exterior envelope of the facility. Best practices and resources (types of designs/materials) will be explored. Procedures under “normal” conditions as well as “incident” conditions should be considered. This work group should consider the many uses of a facility, not just the primary use. The work product should be generic to all occupancies but can give examples using specific occupancies, where appropriate.

Draft report content: Feature/Threat matrix example below

<u>Feature/Threat</u>	<u>Shooter</u>	<u>Bomb</u>	<u>Forced Entry</u>	<u>Vehicular Weapon</u>	<u>Suicide</u>	<u>Vandalism</u>	<u>Domestic Violence</u>	<u>Sex Registry</u>
<u>Vehicular Drives/Approaches</u>	1A	1B	1C	1D	1E	1F	1G	1H
<u>Fire (Emergency) Lanes</u>	2A	2B	2C	2D	2E	2F	2G	2H
<u>Parking Lot Layouts</u>	3A	3B	3C	3D	3E	3F	3G	3H
<u>Parking Lot Lighting</u>	4A	4B	4C	4D	4E	4F	4G	4H
<u>Loading Docks</u>	5A	5B	5C	5D	5E	5F	5G	5H
<u>Site & Exterior Bldg. Lighting</u>	6A	6B	6C	6D	6E	6F	6G	6H
Additional features not shown for brevity								

Feature	Threats	Mitigation Considerations
1	A, B, C, D, G	Use parallel and curved driveways and approaches for vehicles as opposed to straight on approaches to the building. Do not terminate drives and approaches directly in front of entrances.
2	A, B, C, D, G	See A1 and A13. Use collapsible bollards for fire and emergency access lanes. Coordinate design and layout with the local fire department/marshal.
3	A, B, D, F	See A13. Create more remote parking areas that do not face main or secondary entries. Use circuitous vehicle routing into and out of parking areas with more direct routing and collapsible bollards for emergency vehicles. Utilize card access control to more secure parking areas if possible. Use specific disabled parking assignments per person and dedicated secured disabled parking area to a secondary entrance. Review NFPA 730 and NFPA 3000 recommendations. Provide signage and lot identification. Plan for where parents, media and first responders could access the site and park so not to delay response or endanger media and parents. Additional mitigation considerations not shown for brevity

Response - This work group will explore current best practices for response to targeted/active violence events. This information should be packaged in a way that informs facility stakeholders so they are prepared for what responders will do when arriving to their facility. What do responders expect from facility stakeholders. Guides for how to react for different types of events. This work group will also work with the Admin/Planning work group in investigating communication both internally amongst building occupants and externally with and amongst first responders. The work product should be generic to all occupancies but can give examples using specific occupancies, where appropriate.

Draft report content: First responders have their own standards and practices that are known internally to them. This Work Group will focus on the development of a "Checklist for Preparation of First Responders" designed for use as a preliminary assessment of emergency preparedness for first responders.

Risk Assessment - This work group will highlight the importance of identifying risks to a facility before selecting options for coordinated solutions to safety and security. It will also provide a best practices framework for conducting a risk assessment for a facility. Emphasis should be placed on the ease of use to support a wide range of users. Lastly, privacy of this document/process should be addressed. The work product should be generic to all occupancies but can give examples using specific occupancies, where appropriate.

Draft report content: See attached draft report entitled "Building Safety and Security Assessments"

Surveillance - This work group will concentrate on both virtual (cameras/sensors) and physical surveillance at a facility. This will include both best practices and resources available. Best practices in acceptance testing of security systems along with routine testing/monitoring. Cyber security, although it intersects many areas, will be considered in this work group. The work

product should be generic to all occupancies but can give examples using specific occupancies, where appropriate.

Draft report content: Report will be developed based on the Department of Homeland Security's ["Digital Video Quality Handbook Appendix"](#), noting:

- *Emphasis on digital data captured by network or Internet Protocol (IP) cameras (network camera and IP camera are two names for the same thing) connected via a Wide Area Network (WAN)*
- *Background material regarding trends and analytics*
- *Topical use-cases reflecting newsworthy events shaping the use of video*
- *Detailed discussion of available video standards, the organizations that create them and how they might be used*
- *Potential implementation plan*