WORK GROUPS

Created: 2/15/19
Updated: 4/30/19 (BSS WebEx meeting 4/22/19)

Work Groups play a pivotal role in ICC committees. They are typically assigned areas of study by the main committee (Ad Hoc Building Safety and Security - BSS) and are charged with investigation, reporting and developing work product for the BSS. The BSS is the final authority in making decisions on BSS deliverables (see below). Work Groups operate as follows:

- Chaired by a BSS committee member
- Prefer 2 – 3 additional BSS committee members
- Meet via conference calls
- Any interested party can participate
- Operate informally with the goal of reaching consensus (not necessarily unanimity)
- Conference calls do not have quorum requirements. Those on the call can reach consensus
- WG members are encouraged to participate in as many WG conference calls as possible in order to avoid re-consideration of issues which have previously achieved consensus

The BSS effort is governed by a committee approved Scope which covers both new and existing facilities. A compilation of publicly available documents is posted. A Literature Review has been performed and the report is under development. Documents are posted on the BSS site at:
https://www.iccsafe.org/codes-tech-support/cs/ad-hoc-committee-on-building-safety-and-security-bss/

PROPOSED BSS WORK GROUPS

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.

WG Chair (BSS committee member):   Darnall
Add'l BSS committee members (2-3 min): Darnell, Forster, Green, Frable
Interested parties: McGraw, Saffel, Kiley, Gigandet, Elledge

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. 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.

WG Chair (BSS committee member): Solomon
Add'l BSS committee members (2-3 min): Green, Solomon, Forster, Hoskens
Interested parties: Elledge, Lavalle, Ranney, Funk, Bridges, Sigrist

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.

WG Chair (BSS committee member): Clements
Add'l BSS committee members (2-3 min): Clements, Darnell, McCormick, Roeper, Ruiz
Interested parties: Zaremba, Saffell, Lavalle, Willham, Ranney, Funk, Resetar

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.

WG Chair (BSS committee member): Chavez
Add'l BSS committee members (2-3 min): Chavez
Interested parties: Gigandet, Loghry

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.

WG Chair (BSS committee member): Woestman
Add'l BSS committee members (2-3 min): Chavez, Clements, Comm, McCormick, Porter, Roeper, Woestman, Frable, Wood
Interested parties: Safell, Chappell, Kiley, Willham, Zaremba, Gigandet, Resetar, Grove

Communication - This work group will concentrate on communication both internally amongst building occupants and externally with and amongst first responders. This will include best practices and resources (documents as well as technology) available. This may also include

the reliability of various communications. The work product should be generic to all occupancies but can give examples using specific occupancies, where appropriate.

WG Chair (BSS committee member):   Galante
Add'l BSS committee members (2-3 min): Clements, Porter, Galante, Wood
Interested parties: Shudak

It was noted that someone from Everbridge and GovDelivery should be contacted

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

WG Chair (BSS committee member):   Model
Add'l BSS committee members (2-3 min): Darnell, Model, Ziph, Metz
Interested parties: McGraw, Sigrist

POSSIBLE BSS DELIVERABLES

The following is list of possible deliverables. It is not intended to be all-inclusive.

- White Papers
- Best Practices/Guides
- Educational Materials
- Webinars
- Podcasts
- Proposed code changes to the I-Codes

BSS MEETING 4/22/19

The focus of the BSS 4/22/19 meeting was the implementation of the Work Groups (WG), notably:

- In the production of ICC documents, interested parties will be required to execute a "Work for Hire Agreement", noting that work product created is the Intellectual Property of ICC
- The Work Groups will conduct business via conference calls
- The identified BSS Chairs will be responsible for presiding over the conference calls and reporting back to the BSS.
  - If there is a need for ICC assistance in setting up the calls, contact ICC staff
  - Staff will generate and distribute an email distribution list
  - When sending out WG invites, use the following the following format: "BSS: [WG name] Work Group"
    - e.g. BSS: Facility Hardening Work Group
- Work Groups to recommend to the BSS the format of the deliverable(s) (see page 2 for possible formats)
- Work product created by the WG's will be presented to the BSS for action