SafeCampus+
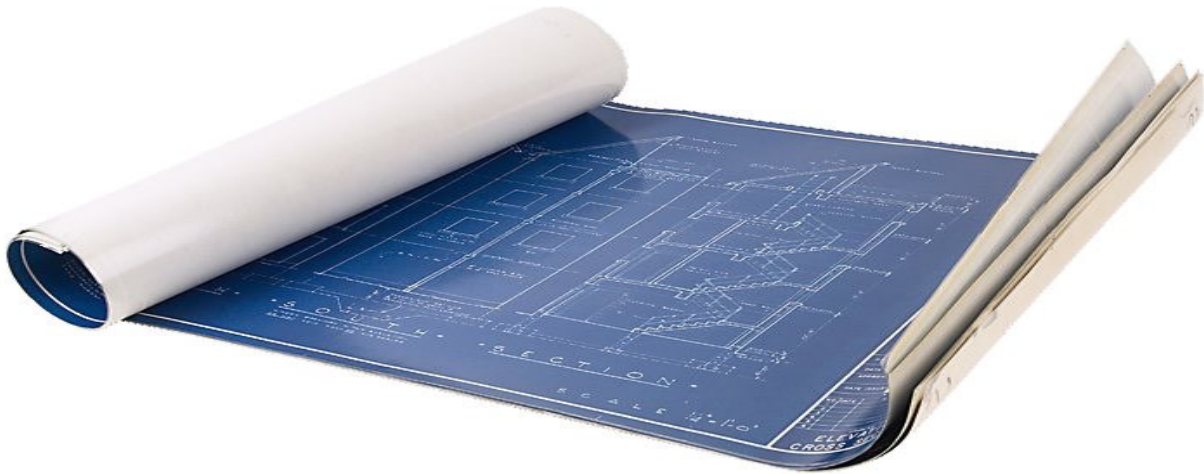# Safety Blueprint and
Risk Management Assessment

Tips and strategies to roll-out or refine a safety and security program within your environment.

Contents

Safety and Security Fault Lines

Proactively implementing a safe and secure strategy that helps prevent the loss of property while improving safety and security is a measure every environment should exercise as an ongoing process. While safety and security are top of mind, there is no guarantee that any environment will ever be completely safe. The best plans are developed collaboratively with key staff, law enforcement and other members of the community. This document will help guide you through the process of developing, reviewing and refining an assessment-based safety and security plan.

Goals

1. Anticipate and prevent incidents.

2. Improve response to and management of a crisis situation.

3. Manage the aftermath of a crisis.

4. Reduce the emergency impact of an incident.

Many facilities are not prepared to respond to a disruptive event and do not have systems in place to automatically alert people of a situation in progress. Typically, inefficient manual processes are used to alert staff, members and visitors. Using technology to automate your current processes and systems to operate as one cohesive, integrated system with centralized management, monitoring and alerting is a core foundational piece when building your safety strategy. A great place to start is identifying manual processes and "silo" systems that can act as a drag on efficiency. This will help in eliminating some common fault points and allow you to allocate resources more effectively.

Questions to Ask

1. Who is responsible for drafting, administering and maintaining your safety plan?

2. Does your plan align with recommendations from state and local government?

3. Were there incidents in the past that have put people or property at risk, and, if so, how did you respond and what lessons were d from the experience?

Facility and Security Audit

The first step in defining a comprehensive safety plan is to conduct a systematic review of the entire environment. Ideally, this review calls out the unique nuances of the environment or individual structures. The goal of the audit is to reveal areas of concern and ensure that the entire environmental area is included in the safety plan.

___ Athletic Fields	___ Data Center	___ Offices
___ Auditoriums	___ Entrances and Exits	___ Parking Lots
___ Buildings	___ Utility Rooms	___ Rest Rooms
___ Buses/Transportation	___ Hallways	___ Cafeteria
___ Performing Arts Center	___ HVAC Rooms	___ Library
___ Classrooms Doors	___ Classroom Windows	___ Classrooms
___ Staff Lounge	___ Locker Rooms	___ Stairwells
___ Common Areas	___ Medical Office	___ Storage Areas

QUESTIONS TO ASK:

1. Are each of these areas included and accounted for in the security plan?

2. How do you communicate with each of these areas in the event of an emergency?

3. Which of these areas are the most susceptible to a breach?

4. Which of these areas have a need for access control? Are there other areas of concern or consideration?

Crisis Management

A comprehensive crisis management plan includes procedures for handling emergencies both during and in the aftermath of an event. Precautions should be taken to ensure the appropriate personnel have a detailed understanding of their roles and responsibilities during an event. Your plan should include a well-defined response for each of these types of events, to name a few.

Active Shooter	**Intruder**	**Theft**
Bomb Threat	**Loss of Power**	**Threat in Community**
Chemical Spill	**Mass Disturbance**	**Vandalism**
Fire	**Violence**	**HVAC**
Weapons	**Robbery**	**Weather Event**
Illness/Epidemic	**Disaster Malfunction**	**Flood**

For each of these events, it is important to have a set of emergency notification and evacuation procedures. It is also important to ensure these procedures are well-documented and periodically drilled in order to measure the effectiveness of your safety plan.

Questions to Ask

1. Are emergency plans coordinated with police, fire and medical?

2. How are safety procedures activated and by whom?

3. Is technology in place to help automate both on and off-site notification and response during an emergency situation?

4. Have you established an evacuation plan with situational alternatives?

5. How are staff, members and visitors accounted for during a crisis?

Access Control

One of the most effective ways to reduce the likelihood of an incident or problem is by securing and actively monitoring areas of ingress/egress. During this evaluation, pay particular attention to whom and when access is allowed by area. The best plans incorporate the vigilance of staff members augmented by monitoring technology. Types of security to consider include:

Alarm Systems   **Motion and Environmental Sensors**   **Parking Lot Monitoring**

Motion Activated Lighting   **Video Surveillance**

Door and Window Sensor Cards   **Badging (Staff, Member, Visitor ID)**

An effective plan minimizes the number of entrance and exit points used. These should be supervised and monitored around the clock. Vehicular access should also be controlled and parking lots monitored. Finally, access to service docks, utilities, roofs and closets should be secured when not in use.

Questions to Ask

1. How long does it take to secure your facility?

2. Do you have a badging system to clearly identify people?

3. Does this system include background checks for visitors?

4. Are entrances and exits continuously monitored and supervised?

5. In the event of an emergency, is there a procedure in place to secure the building and confirm that visitors and staff are safe?

Environmental Monitoring (Sensors)

Most facilities have some form of a safety strategy in place. However, most do not have a clear plan in place to be alerted of an unexpected environmental disaster. This important consideration is often overlooked or deemed not affordable. There are many types of sensors available and ways to incorporate these sensors into your safety plan.
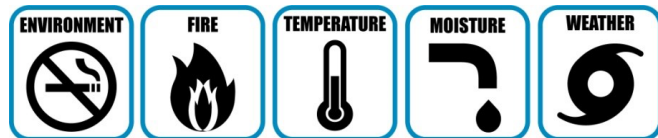
- Environmental Monitoring – temperature, water, humidity, smoke, flame, glass break

- Integration with environmental and security control systems already in place

- Security Monitoring – doors, windows, closets, storage areas

In the event a problem is detected by one of these sensors, alerts detailing the situation can be delivered via voice, text, broadcast and more.

- Emergency Alerts – automatically inform security teams, maintenance staff or other key stake holders when a sensor is triggered.
- Broadcast Notification – send ad hoc, scheduled or responsive messages and alerts to staff, members, visitors, community, etc.

Questions to Ask

1. What is the impact if a pipe bursts overnight and water damage occurs to critical systems in your equipment closet? Restrooms? Locker areas?

2. How much will it cost in spoilage if a food storage refrigerator/freezer, in the cafeteria, malfunctions over the weekend?

3. If your telephone system or computers were down for one or more days due to an environmental disaster how will you communicate?

System Integration

Many facilities have multiple systems that provide security, environmental monitoring, video surveillance, communications and notification. Each one of these systems may have its own alarming and reporting applications which creates several different and complex reporting silos. Integrating video surveillance systems, access control systems, environmental triggers, E911, lock down events and mass alert notification under one centralized management tool will unify existing systems and result in a well-orchestrated and automated alerting platform that quickly notifies key people such as first responders and staff. Opportunities for system integration include:

- Access Control
- Intercom, Public Address and Clock Systems

- Alarm Panels
- Lockdown
- E911
- Telephone Systems
- Fire Panels
- Video Surveillance

Questions to Ask

1. Are there alarm and notification systems in place that operate and alert independently?

2. Would it be helpful to have immediate, local alerting at the same time that third party alerting (police, fire, security monitoring company) occurs?

3. If you could have one management platform watching for alarms from all of your systems and intelligently distributing alerts to key people on multiple devices, would your emergency alerting be timelier?

Safe Needs Assessment

___ Access Control

___ Background Check

___ Badging System

___ Building Evacuation Plan

___ Building ID Signs

___ Bunkers – Fully Stocked Above/Below Ground

___ Community Awareness

___ Compliance with Federal and State Law

___ Crisis Management Plan

___ Badging System

___ E911 System

___ E911 System

___ Fencing

___ Fire Alarm System

___ Hall/Corridor Monitoring

___ ID Cards

___ Incident Reporting

___ Intercom, Radio, Cell Phones

___ Lock Down

___ Locks/Security System

___ Mass Notification System

___ Motion Sensors

___ Network Access

___ PA Systems

___ Panic Buttons

___ Parking Lot Security

___ Phone System

___ Safety Drills

___ Police/Campus Partnership

___ Security Alarm System

___ Security Lighting

___ Social Media/SMS Alerts

___ Staff Training

___ Strobe Lighting

___ Transportation Security

___ Video Surveillance

___ Visitor Screening/Access

___ Other (Describe)

Putting the Plan in Place

Once your safety plan is documented, use the strategies listed, below, to put your plan into practice.

1. Routinely review and practice your emergency preparedness procedures

2. Develop your plan based on the types of emergency incidents identified during the evaluation

3. Establish a system for staff, members and visitors to report incidents

4. Build a public relations team to promote awareness of the safety plan to the community and ensure that you have a way to communicate emergencies to nearby stakeholders.

5. Contact SafeCampus+ for assistance in any of the above areas.

Return Completed Form To:

bgill@safecampusplus.com

Upon review of the above needs assessment, a SafeCampus+ specialist will be contacting you to discuss next steps to implement additions to your safety and security program.

NOTE: SafeCampus+, a division of Gill Digital Services, based in Dallas, TX, serves as the broker/contracts/facilities manager/consultant for its business partners providing turnkey campus safety and security solutions. Unrestrained by the limitations of one manufacturer's hardware or software, SafeCampus+ instead focuses on solutions that impact our client's bottom line through the utilization of technology, products and services always taking into consideration their needs and their budget.

Our SafeCampus+ solutions help unify your safety and security ecosystem into one cohesive platform, providing the most efficient response to emergency events. Benefits include:

- Automated responses to events such as LOCKDOWN, SECURITY BREACH and WEATHER ALERT

- An OPEN PLATFORM that UNIFIES all security measures – old and new – under one dynamic application

- PROACTIVE MONITORING of people, devices and environment

- Using ANY DEVICE TO ACCESS RESOURCES AND RECEIVE ALERTS from anywhere, 24/7/365

- OFFERING a myriad of vetted Safety and Security Products and Services that reflect your needs that result in more peace of mind in any and all campus environments.

We are a certified National WBE, WOSB and
State of Texas HUB, NCTRCA, SBE and TxDOT Business Solution Consulting Company

SafeCampus+

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