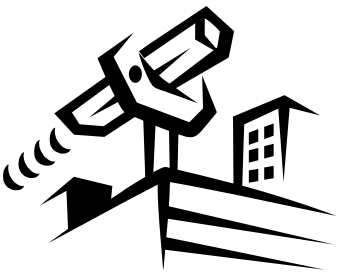
Risk Services Best Practices Bulletin
Bulletin #6: Capital Construction & Security

Presented by Office of the President Risk Services — May 18, 2010



Among our many goals and responsibilities in designing and constructing space at the University of California is to create a safe and secure place for students, faculty, patients, staff, affiliates and visitors to work, study, live, receive medical care and enjoy the Campus community. Security is a vital aspect of the service we provide as an institution and is accomplished primarily through appropriate environmental design and use of security technology that is well integrated with the public safety emergency response system.

The attached Best Practices are provided in the spirit of enhancing public safety at the University of California. It is recognized that "one size does not fit all" when it comes to security. An assessment of risk and intended use is among the many factors to be considered in the design process. Crime Prevention Through Environmental Design (CPTED) is one of the tools recommended to assist planners, police and capital project managers in assessing risk and creating safe and defensible buildings and grounds, visit www.cpted.net. This Best Practices Bulletin reflects the minimal design standards for all new and remodeled facilities.

Campus

- Alarm System
  - Install Alarm System in high risk buildings
- CCTV
  - Interior and exterior CCTV with centralized monitoring, retention and control by UCPD.
- Control Access
  - By using Biometric readers, card readers, or hand readers
  - Restrict visitor and vendor access to secure areas on campus
- Education
  - Develop an Emergency Crisis Planning & Response plan

Labs

- Alarm System
  - Install interior and exterior Alarm System
  - Animal and controlled substance holding areas should have intrusion alarms activated during off hours as well as CCTV monitoring capabilities.
- CCTV
  - Interior and exterior CCTV with centralized monitoring, retention and control by UCPD.

- Control Access
  - Biometric, card readers or hand readers for access
  - Consistent ID Badge standard
  - Current and future accounting for keys issued
  - Background check of lab workers, assistants, researchers etc.
- Disaster Recovery
  - Develop back-up and disaster recovery protocol for computers and computer systems
  - Arrange for copying and separate storage of lab notebooks
- Education
  - Activate a Security Awareness Program
- Entrances
  - Set up in a way that discourages vehicles from driving around control gates
- Landscaping
  - Refrain from using tall cover and concealment landscaping
- Lighting
  - Review and upgrade lighting around facility to improve surveillance capability which acts as a deterrent
- Vehicle Barriers
  - Extend and enhance evening control measures at entrances with motorized gates and high speed barrier arms at roadway entrance and exit lanes. This equipment would be used after hours but positioned in the open position during normal hours.
  - Install barriers in a way in which vehicular access is controlled at all times. System can be deployed after hours to afford a higher level of protection.
- Windows
  - Install security window film on all first floor windows.
  - Install glass break sensors to monitor accessible ground floor windows. As soon as the intruder breaks a window the alarm will notify responding authorities.

Off Campus/Residential

- Address
  - Should be readily seen and clearly read
- Alarm System
  - Install alarm system with contact sensors that monitor all ground floor openings
  - Interior motion detectors configured to have the ability to set to “perimeter only” when the resident is at home.
  - Duress button for residents
- CCTV
  - Digital day/night capable camera at front door, rear, patio area and garage to view driveway.
  - Motion sensor lights to enhance video capabilities.
  - Digital day/night capable camera to allow residents to see and talk with visitors prior to going to front door.
- Front Door
  - Secure window panes in door and add protective film to glass on doors and adjacent windows
  - 200 degree fisheye viewer at a height for all family members to use
  - Aluminum doorjamb re-enforcer on all exterior doors
  - Thermal activated fire sprinkler/detector outside, above doors, to alarm when flames are present

- Sliding Glass Door
  - Add protective film to glass on slider
  - Install sliding door locking device or bar in track
- Garage
  - Solid and secure pedestrian door and lock
  - Motion sensor lighting above main garage door
- Gates and Fencing
  - Should serve as barriers to prevent incendiary devices from being thrown at home – install tight screen mesh. Should not have potential to be climbed and should have substantial locking system. Note that local ordinances may dictate height of fence and gate.
- Landscaping
  - All areas should be well lit and exterior appearance maintained in a well kept manner.
- Lighting
  - Motion sensor lighting throughout the perimeter of property
- Mail
  - Mail slot to empty into a metal or non-flammable container or box. Recommend that researchers use a P.O. Box to pick up material off site.
- Phone Number
  - Obtain new phone number and ensure that it is unlisted to prevent discovery of home address
- Windows
  - Security window film on all windows in front of house, flanking windows, and any other exposed windows.
- Contract
  - Signed contract with researcher stating that the property installed is the property of the University and will be turned over to the University should the individual leave the University or sell the property, etc. Additionally, a minimum written notification of thirty (30) days to ensure that the contractors can take the equipment out. Should the researcher choose, an option to be given for that individual to purchase the upgrades at fair market value. Also, include a clause that the researcher not tamper with or modify the system without prior permission of the University.