Columbia Gorge Community College builds dreams and transforms lives by providing lifelong educational programs that strengthen our community

Columbia Gorge Community College

Security Survey

February, 2010

Executive Summary

INTRODUCTION

A security survey of Columbia Gorge Community College was performed by Chown Security between February 4th and 17th at both The Dalles and Indian Creek campuses. The purpose of the survey was to determine the current state of protection and to obtain an independent professional opinion regarding potential solutions. Those findings and recommendations are presented in this Executive Summary. Complete detailed information has been provided to Jim Austin. The review included an investigation of the electronic access control system, doors and hardware, key control system, lighting, windows, alarm system, parking lots, visitor management, video surveillance system, emergency notification system and related security and emergency preparedness procedures. Recommended solutions follow the findings section.

The college should be congratulated for taking significant steps in providing protection for property and assets, and a safe environment for all those who attend, are employed by, or visit your institution. Much has already been accomplished in regards to physical security and you should be commended for your fine efforts.

RISKS

The most immediate concerns are vandalism, and threats to personal safety in the upper parking lot. A survey of the area indicates there are almost no safeguards to detect or deter violations in this area.

In addition, the probability of theft, both inside the facilities and on the grounds, should be addressed. Several observations: few staff members showed concern for our presence or inquired what we were doing; doors were propped open or not secured; keys were left in locks; and there were a few locks that had their cylinders removed. Fortunately, most of these conditions can be easily and economically remedied.

FINDINGS

Electronic Access Control (EAC) System **-** A very good electronic access control system exists on both campuses. Management of the system is administered by Jim Austin; with Christy Roy and Ino Olivan having rights to operate the system. Card authorization is only provided upon approval by Department Heads or Facilities. The capability of lockdown exists within the system and is desired by the college. The EAC contractor should be contacted to discuss implementation of an effective lockdown scheme. The technical aspects, as well as the recommended procedures need to be discussed so that your desired results are accomplished. The EAC system also has the capability of integrating visitor management and badging. Once again the security contractor should be able to present economical and effective solutions.

Doors and Hardware – In general the mechanical hardware and doors are in good working order and of good commercial quality, especially on the high use doors. Unfortunately there were approximately 100 wooden wedges removed during the survey from access controlled, mechanically lockable, or fire labeled doors. This regrettably negates the effectiveness of the expensive locking hardware, as well as posing fire and life safety code violations on labeled fire doors. Lock cylinders have also been removed from locks making entrance with a screwdriver possible. There are several doors that do not correctly close and latch and need to be made operational. Nearly all A/V carts inspected were unlocked. These conditions are easily and quickly remedied at little cost.

Key Control - With numerous access control locks in place there seems to be minimal need for keys. Key management and accountability is good – especially regarding master keys and exterior lock keys. Key request forms are reconciled to existing key lists. There are two separate key systems in place; both use restricted keys that are unlikely to be duplicated. In addition the use of 'removable core' style cylinders facilitates easy and inexpensive re-keying should an emergency arise.

Lighting – with few exceptions both the external and internal lighting system seemed adequate. Some timers are manually adjusted to accommodate for seasonal changes. Exterior lights are metal halide – providing both excellent illumination and good energy efficiency. The campus grounds were observed at night and the lighting is good.

Windows – There are several ground level windows that are easily accessible. They can be unlocked from the inside allowing easy access. Landscaping issues include overgrown shrubs and trees which allow for concealment.

Alarm System – The alarm system and response procedures appear adequate. It was noted that local police are on-site within 6 minutes; fire units within 8 minutes. Notification is provided to Central Station Monitoring, and copied to Jim Austin. Currently emergency responders have the ability to respond to the approximate area of the alarm. An upgrade of the system that provides for additional features was discussed and should be investigated with competent alarm contractors. Improvements and design efficiencies would appear to be money well spent.

Parking Lots – Lighting seemed adequate. Proximity to the public park and to the empty field to the south is a concern. These areas invite the possibility of vandalism. It is recommended that safeguards be implemented and a solution is a priority for the college.

Visitor Management Procedures – Existing procedures and policies are minimal. Directions and formal procedures should be improved. Cost efficient policy changes and utilization of a visitor pass system are necessary.

Video Surveillance System – The existing system is not adequate to meet current requirements. It does not provide sufficient recorded detail and affords little deterrence to vandalism or theft. A campus-wide monitoring and recording system is recommended. The most urgent needs are the monitoring and recording of campus grounds, select interior and high risk areas, and the effective recording of license plate numbers.

Emergency Notification System – A good text emergency system exists via the **www.flashalert.net** service. There is also a good internal phone emergency system. The system provides the capability of displaying location of caller, and is equipped with whisper mode. In addition, facilities staff can be reached via 2 way mobile radios, or cell phones. The Emergency Response manual was provided and reviewed. It is well written and thought out. A review and update is recommended every 6 months.

OTHER GENERAL OBSERVATIONS

- Cash is well accounted for and adequate security is provided
- Most utilities are underground
- Material receiving procedures and storage facilities are well managed and secured by the facilities staff
- There are large concentrations of assets in the computer rooms, smart classrooms, and select lab areas that need to be secured
- Jim Austin is copied on 911 calls and has the location for response purposes
- There is little fuel stored on-site (less than 25 gallons at the Service Building)
- The presence of DEQ may call for an increase in security. Vehicles with State license plates are targets.

RECOMMENDATIONS

1) *To Reduce the Threat of Vandalism*

- We recommend a video surveillance system for both campuses. The system needs to be of sufficient quality to provide both a good view of the grounds as well as detailed recognition of assets and individuals. Recording and monitoring capabilities are required. The ability to provide detailed LPR (License Plate Recognition) would be desirable. This technology exists and has a proven effectiveness and reliability. The vehicle entry paths at both campuses lend themselves well to a device that can be reasonably installed at both of the main entrances. Remote secure viewing is also desirable. The entire system needs an uninterrupted power supply.
- A perimeter fencing system between the HSB parking lot and the south grounds and Public Park at The Dalles, and on the north side of Indian Creek, would help deter vandalism.
- Consider lockable gates for after-hours

2) *To Reduce the Threat of Theft*

- Remove any door hold open device from a secure opening, and verify that controlled doors close and latch
- All hold open devices must be removed from labeled fire doors unless sprinkled building authorization is provided by the Fire Marshall, or the door is specifically released by a fire alarm system

  "Fire exit doors are often held open for the convenience of employees and visitors creating a significant fire hazard for all building occupant because of the break in the fire barrier. Doors that are designed to be fire exit doors can be held open, but only if they automatically release when building fire alarms are activated." (www.compliance.gov)
- Lock all audio/visual cabinets in the rooms and remove the key
- A policy of engaging visitors should be instituted, verified and tested routinely.
- The capability of an electronic Visitor Management System exists within the access control software. Access rights to visitor cards should be set to expire at a fixed the date and time. Suitable collateral should be provided until a card is returned. A review of the process should include badging considerations, policy review, and increased signage for visitors.
- Windows - trim all trees and shrubbery, provide internal locks where needed, position alarm system PIR detectors on the inside of easily accessible windows
- Padlock any miscellaneous roll up or access doors
- Bolt or lock computers, electronic equipment, and TV's to furniture or walls

3) *Other Security Recommendations*

- Mail room - provide an access control lock on entrance door, remove the 'wedgie', and consider lockable mailboxes
- There is no exterior campus grounds Emergency Notification System. In the future this should be a consideration.
- A student preparedness manual both printed and posted on the college website should be considered.
- Review Active Mapping capabilities. This feature provides the college with information regarding the exact location of a propped or forced door outside the alarm system. The integration of Active Mapping and Video Surveillance needs to be investigated.
- Schedule EAC and Alarm System tests every 6 months
- Lock all electrical panels

Almost all of these solutions will provide significant increases in security while balancing the need for a welcoming college atmosphere. Basic procedural changes will have a significant security impact while remaining inviting to the public. Physical systems (cameras, alarms and visitor management) may have a higher initial cost but the savings to property and assets as well as personal safety needs to be considered.

If you have any questions at all please do not hesitate to contact me. It is my pleasure to be of service.

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