

CUP II SECURITY POLICY CONTROLLED ENTRY AND ACCESS TO FACILITIES AND EMERGENCY RESPONSE GUIDELINES

Each institution must be capable of demonstrating that appropriate steps have been taken to secure its facilities for the safety of its students and staff. In fulfilling that requirement and as part of the risk management inspections conducted by Catholic Mutual, the following issues should be considered as they pertain to your particular premises:

I. SECURITY

A. Facility Safety Plan (Is your facility safety plan satisfactory?)

1. Visitor Reporting
 - Written visitor reporting procedure reviewed and updated annually by administration and school board
2. Training
 - Annual review of safety plan with staff, parents and students
 - Safety plan booklets and receipt sign off sheets supplied

B. Facility Monitoring (Is your facility properly monitored?)

1. Entrance Monitoring
 - Active monitoring of outside and connecting entrances
 - Line of sight by staff
 - Video monitoring by staff
 - Buzzer/sign in-sign out sheet
 - Consider plant modifications as necessary
2. Outside Use of Facilities
 - Staff present during events
 - Accountable sponsor at each event

C. Facility Access (Is access to your facility properly restricted?)

1. Keys/Badges
 - Annual/evaluation of key system adequacy
 - Signature control of keys/master keys
 - Appropriate response to loss of keys
 - Install badge system to replace keys
2. Hours of Use
 - Restricted hours of available use posted and enforced

3. Alarm System

- Install and utilize exterior door/window alarm system
- Establish procedure to manually check exterior doors and windows

D. General Measures (Are extra precautions addressed for the exterior of your facility?)

1. The following should be assessed for potential security concerns:

- Doors, windows, skylights, roof access
- Landscaping
- Adequate lighting
- Neighborhood watch

II. EMERGENCY RESPONSE

A. Each institution should be capable of demonstrating that appropriate steps have been taken to ensure emergency procedures are in place.

1. The following emergencies should be addressed with a written plan.

- Accident, Injury, Illness
- Bomb Threat
- Fire
- Hostage and Civil Disturbance
- Student Abduction
- Natural Disasters
- Exposure to Blood and Bodily Fluids

Attached are various "CARES" documents that will assist you in implementing these guidelines.

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Establishing a Key Control Policy will Enhance Security

Parishes and schools can improve security by establishing a key control policy. The first step toward key control is developing an adequate method to key each building. A building can be keyed in a number of different ways, but not all are effective. Listed below is information on how a physical plant should be keyed.

A Variety of Keys

- *Great grand master key* – This key opens executive offices, all building, and all locks. Great grand master keys should be kept by top personnel (for example, the pastor or the principal).
- *Grand master key* – This key opens all buildings and all locks, with the exception of executive offices. Distribute grand master keys to top personnel or highly trusted employees (for example, the pastor, principal, or plant manager).
- *Sub master key* – This key opens all locks in a specific building. Distribute this key to employees who have responsibilities which require a sub-master key for each building.
- *Common keys* – These keys are for individual interior doors like offices, classrooms, or storage rooms. Distribute these keys to employees for their own offices or classrooms.

Stamp all master keys, "Do not duplicate," to prevent copying. Unfortunately, this stamp is not always effective, as some unethical key duplicators will copy any standard key.

Restricted Keys

One way to prevent your keys from being duplicated is to purchase restricted keys. A worldwide Swedish organization, ASSA, produces keys which cannot be duplicated anywhere other than where the key was purchased and then, only by the original purchaser. By using restricted keys, if all keys are returned when employees terminate employment, one is assured there are not extra keys in the wrong hands. This could save re-keying the entire physical plant. Information about restricted keys should be available from your local locksmith.

Key Logs

Another positive step is establishing a key log. Each key in the key log can be checked out by authorized personnel when required. The log should include why the key is being used, who is using the key, and when it will be returned. Keep all keys in a locked cabinet and controlled by one person.

Card Access Systems

An ideal way to increase security for your facility is to install a card access system. With this type of system, you can control access to any part of a building without worrying about extra keys floating around. Each employee/volunteer/student is simply given a card which will limit access to areas on an "as needed" basis which is predetermined by management. You can also control when an individual would have access to the building based on the time of day, day of the week, etc.

Each card has its own specific number which is assigned to an individual. The cards can be programmed on different levels to provide access much like a grand master, sub-master, etc. standard key would provide. If a card happened to be lost or stolen, it can quickly be removed from the system once management is notified without having to re-key the facility.

The added benefit of this system is that a detailed printout can be obtained at anytime listing the times, dates, and locations that a card had been used; thus allowing you to better monitor who is entering and what is happening in your facility.

The costs of these systems can vary depending on the type of system installed, the number of doors involved, and the number of users. The initial investment is often well worth the increased security it provides for your facility.

Remember Other Precautions

Finally, while adequate key control is essential, it is important to ensure that all windows and other entry points are adequately secured. Install proper lighting, locks and alarms. Catholic Mutual's Risk Management Department can assist you with these additional subjects.

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SECURITY RECOMMENDATIONS

1. All exterior doors should be secured with a double cylinder or single cylinder dead bolt lock with a minimum 1" bolt throw and a steel cylinder guard.
2. All exterior doors should be of solid construction, a minimum of 1 3/4" thick.
3. All exterior doors with exposed hinge pins should have non-removable or welded pins.
4. All exterior doors with glass panels should use a double cylinder dead bolt lock, same specifications as #1. (When locking from the inside, always have a key readily available if emergency exit is required.)
5. Glass may be replaced with burglar-resistant glazing such as polycarbonate glazing.
6. All solid exterior doors should be equipped with a wide-angle viewer to allow the occupant of the residence to view any visitor without opening the door.
7. Door frames should be reinforced by adding shims between the door frame and studs where necessary.
8. Reinforced strike plates and strike boxes must be used with any good dead-bolt lock. Use screws of sufficient length to reach into the studding.
9. Sliding glass doors should be equipped with an auxiliary deadlocking device. Doors that slide on the inside track may be secured with a "charlie bar" or broom handle laid in the track. Two large screws placed in the upper track will prevent the door from being lifted out when in the closed position.
10. Double hung windows may be secured by drilling a hole on a downward slant through the upper corners of the inside sash and partway into the outer sash. Nails or metal pins placed in these holes will prevent forcing the window. (If this is done, make sure everyone is aware of how an emergency exit may be achieved.)

11. Sliding windows may be secured much the same as sliding doors. A dowel or broom handle in the track, two large screws in the upper track, and two large screws in the lower track will prevent lifting the window out when in the closed position. Auxiliary locking devices may also be used.
12. Garage doors may be secured by placing a case-hardened padlock on the roller tracks to prevent the garage door from being opened from the outside. Doors with panels less than 1/2" thick should be replaced or reinforced.
13. Basement windows could be secured with strong ornamental grills or screens. (These should not be used if the area is used as a bedroom or if there is only one exit from the basement).
14. Lighting: Care should be given to provide adequate lighting for the exterior of the residence, particularly in areas offering concealment. The address should be illuminated during hours of darkness making it viewable from the street.
15. All personal property should be engraved with an identifiable marking or your name and address. All serial numbers of this property should be recorded. Warning labels should also be posted in conspicuous places stating that you participate in "Operation Identification".
16. Landscaping: Avoid the placement of any shrubbery, foliage, or decorative items that may offer concealment to a potential burglar. All existing plants and shrubbery should be trimmed to expose doors and windows.
17. Keys should not be left under a doormat, in the mailbox, hanging from a nail outside, or anywhere else a burglar could easily find it. Don't give your house keys to a parking attendant, a casual acquaintance, or leave them in your coat pocket if you check your coat.
18. Don't leave ladders or tools outside the house where a thief can get to them and use them for break-in purposes.
19. Don't let your home look unoccupied or advertise your absence.
20. Be wary of strange phone calls aimed at finding out when you will or will not be home.

21. Don't let a stranger inside your home unless he can show proper identification indicating he has a legitimate reason to be there.
22. Before employing household help, check the person's references to make sure they are not sizing up your house and your schedule for a potential break-in.
23. Know how to deal with a burglar if you meet him face-to-face.
24. If you become a burglary victim, get help from the nearest law enforcement agency immediately and then contact your insurance company.

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