

Palm Beach State College Security Plan

Palm Beach State Security Plan

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INTRODUCTION

This Security Plan describes the organization, activities, methodology, and documentation by which Palm Beach State will ensure that all faculty, staff, and students as well as property are protected.

Purpose

The purpose of this plan is to set forth the approach, organization and methodology to be used by the College to ensure the thorough and timely identification, evaluation and elimination or minimization of potential security hazards. The purpose is also to define the security organization and create a complete set of plan parameters and procedures to be used by the College for identifying, evaluating and minimizing/eliminating potential security issues in the coming years. More specifically, this plan has the following purposes:

- Identify the structure of the security organization and related responsibilities.
- Establish the means of communicating with the faculty, staff, students, and local law enforcement organizations.
- Establish threat and vulnerability identification, assessment, and resolution methodologies that evaluate the security effects of potential threats considering acceptance, control, or elimination of such threats.
- Establish a security policy and criteria.
- Establish a methodology to ensure that local, state and federal standards and regulations are met and that adequate documentation is readily available for required regulatory bodies.

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- Establish the process and criteria for management of security issues through specifications, design, construction, and testing;
- Ensure that the implementation of the plan will result in the required level of security for the College through Access Control, Intrusion Detection, and / or Surveillance.
- Ensure proper integration of the security contributions from subsystems into overall System security.

Goals and Objectives

A prerequisite for the success of the Security Plan will be a user perception of security while at the various campuses, along with a high level of actual security. The goal will be a level of security for users, employees, and property which will meet those both required by the College as well as local and State law enforcement agencies, as applicable. To emphasize the importance of security in all aspects at the College, a set of comprehensive security activities has been established which are documented in this Security Plan. The overall goal of the Security Program is to maximize the level of security afforded to all employees, and any other individuals who come into contact with Palm Beach State, as well as vehicles and facilities. As a result of this program, the College will establish system security in concert with system safety.

In order to be effective, the program documented below is oriented toward identifying potential security problems and implementing remedial and/or mitigating solutions before security breaches can occur. In addition, this Security Plan emphasizes post-security-breach analyses so that appropriate and effective steps can be taken to minimize or prevent security breaches in the future.

The required level of security will be reached in a cost-effective manner by utilizing a systematic approach which ensures that:

- Security is designed to meet the requirements for handling security issues of the College in all phases of operation.
- Historical security data (e.g., criminal activity, threat analyses, vulnerability assessments), including lessons learned from other colleges and other security design projects, are considered and used.
- Minimum risk is sought in accepting and using new designs and materials.
- Changes in design or configuration are accomplished in a manner that maintains security criteria and integrity.

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- Security issues are thoroughly addressed in all system documentation and training.
- The same security requirements apply to all campuses.

Security Philosophy

The security philosophy of Palm Beach State can be categorized by three main focuses:

- provide security that gives all concerned a sense of security,
- integrate security personnel into the overall operation and assist them in detecting, assessing, and responding to security events,
- provide a system that will deter security events and vandalism.

Priorities

Potential or actual security events, identified through threat analysis, shall be eliminated or controlled in the following order of precedence:

- Design to minimize and, where possible, eliminate the opportunities for criminal activities;
- Design to control the identified threats and vulnerabilities;
- Use devices that provide the stated functionalities;
- Use signs, and local and remote alarms as part of security systems.

Security definitions:

Emergency A situation which is life threatening to employees or other interested citizens or which causes damage to any vehicle or facility or results in the significant theft of services and reduces the ability of the College to fulfill its mission.

Management An element of management that defines system security requirements and ensures the planning, implementation, and accomplishment of system security tasks and activities

Program The combined tasks and activities of system security management and system security analysis that enhance operational effectiveness by satisfying the security requirements in a timely and cost-effective manner.

Property Crimes These crimes include burglary, larceny, thefts from motor vehicles and motor vehicle theft.

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Quality Of Life Crimes These minor crimes degrade the overall quality of the college and increase the perception that the campus is not secure. Crimes of this type include public drunkenness, vandalism, and disorderly conduct.

Resources The feasibility of threat elimination or control must be considered in light of financial, legal, and human considerations.

Security Incident An unforeseen event or occurrence which does not necessarily result in death, injury, or significant property damage but may result in a minor disruption

Security Threat Any source that may result in a security breach, such as a vandal or disgruntled employee; or an activity, such as an assault, intrusion, etc.

System A composite of people (employees, students, others), property (facilities and equipment), environment (physical, social, institutional), and procedures (standard operating, emergency operating, and training) which are integrated to perform a specific operational function in a specific environment.

System Security The application of operating, technical, and management techniques and principles to the security aspects of a system to reduce system threats and vulnerabilities through an ongoing threat and vulnerability resolution process; the system security approach identifies, evaluates, and controls security threats and vulnerabilities to the most practical level through the most effective use of available resources.

System Security Program Utilizing the systems approach offers the functional and integrated capability of protecting users, as well as resources. The basic elements of protection involve prevention or deterrence of acts or conditions threatening the safety or welfare of those persons or resources, and corrective or remedial action to limit the effects of such acts or conditions when they do occur.

Threat Any real or potential condition that can cause injury or death to students or employees or damage to or loss of equipment, property, and/or facilities

Threat Analysis A systematic analysis of a system operation performed to identify threats and make recommendations for their elimination or mitigation during all operations

Threat Management (Loss Control) An element of the system security management function that evaluates the security effects of potential threats considering acceptance, control, or elimination of such threats with respect to the expenditure of available vulnerabilities. Security

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is addressed in the design, construction, and operation of the college. This proactive approach encourages both the design of features which "harden" elements against criminal activity, and the implementation of security information monitoring systems, which identify and control new threats and vulnerabilities. This approach also identifies design technologies, and deployment strategies that assist in reducing fear.

System Security Approach Relies on threat and vulnerability management. This threat identification and resolution process includes a thorough examination of the role and interrelationship between the four elements of the System: students and employees, equipment and facilities, procedures, and environment. Such an approach will assist in minimizing system threats while providing the highest level of security practical.

Violent Crimes These crimes include homicide, robbery, assault, and rape. Although they are relatively infrequent, these offenses require extensive time and attention from police/security departments.

Vulnerability Characteristics of students, employees, vehicles, and/or facilities which increase the probability of a security breach.

SECURITY MANAGEMENT

Palm Beach State will use the following approach to ensure compliance with system security requirements:

- Identification and tracking of security hazards;
- Establishing system security procedures and design criteria that follow the security philosophy developed by the college to address the threats and vulnerabilities to the college;
- Interaction with the design engineers throughout the design stages of any new facility to ensure that appropriate security concepts are included;
- Extensive planning of specific tasks to encourage feedback to the greatest extent possible so that it may be incorporated into design and manufacturing at an early stage to avoid program delays and excessive costs;
- Interaction with the project managers throughout all phases of project to validate that the subsystem designs properly integrate with the overall system security requirements;

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- Testing of the system and sub-systems including all security aspects;
- Monitoring and control of the system security program; and
- Documentation throughout the project phases.

Palm Beach State Security Organization and Support Structure

The first requirement of the College Security Plan is to define the organization for managing the plan as well as managing the on-going procedures of the plan.

Palm Beach State Chief of Security

The College will assign an individual as the Chief of Security who will serve on the College Safety- Security Committee.

Palm Beach State Safety/Security Committee

A Safety-Security Committee shall be formed with an emphasis on user and employee security. The college Safety-Security Committee shall also be concerned with the protection of the institutions physical security. The Safety-Security Committee will attempt to include representatives from appropriate law enforcement agencies.

Responsibilities of the Safety-Security Committee shall include developing security philosophy, guidelines and practices, and monitoring, reviewing and evaluating facilities and surveillance and communication systems through participation in design reviews to ensure the effective and timely implementation of the Safety-Security Committee's program.

To support the College, the Safety-Security Committee will provide the following in a timely manner:

- Evaluation of potential crime and vandalism based on patterns experienced.
- Establish the interface between the College and local law enforcement
- Ensure the Public Affairs Section includes security considerations within its public and media relations program to promote a positive attitude toward the Systems.

Coordination by the Safety-Security Committee will involve the following areas:

1. Develop System user security philosophy, guidelines and practices.
2. Influence System design from a security standpoint.

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3. Determine procedures for surveillance and communication within the System.
4. Define a training program for college staff to prepare them for handling security-related situations safely and expeditiously and in the best interests of the System users.
5. Periodically review security problems that may be encountered and, when resolved, include corrective measures in operating procedures and/or design features.

Third Party Contribution

As members of Palm Beach State Safety-Security Committee, third parties should participate when possible. The various law enforcement and fire agencies as well as others that share the college's security concerns should participate. Their participation will include:

- input regarding the crime and vandalism problems relating to the college
- judgment on planning and design of the college to reduce security risks

Safety Manager and Security Chief Coordination

The Chief of Security will report directly to the Vice President of Administration and Business Services. Reporting to the Vice President of Administration and Business Services provides the necessary coordination and integration of the security efforts for the college. The coordination between the Safety Manager and Chief of Security will consist of frequent communications, monthly meetings, and exchanged documentation.

OPERATIONAL SECURITY

Overview

Ensure the security of students, employees and Palm Beach State property. The College will fulfill this responsibility using a carefully chosen combination of personnel, system security procedures, and system security technologies. Security shall be accomplished with manpower and electronic surveillance and communication means.

Chief of Security

The Chief of Security will have the main responsibility for the coordination and integration of the security efforts district wide.

Security Supervisor

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The Campus Security Supervisor has overall responsibility for the security of his or her respective campus. The supervisor is a working supervisor and has access to all key leaders of that campus. In the event of an emergency, the supervisor shall immediately notify the local police department and all key leaders. Additionally the Security Supervisor is in charge during an emergency situation until properly relieved by local law enforcement.

Security Personnel

Associated with the security function are a number of personnel as follows: the security officer's presence will act as a deterrent to undesirable activities. Each SO will be equipped with a radio and will constantly monitor the radio channel. This communications network will allow SOs to be ready to report immediately and effectively any security incident anywhere on campus. The radios will also enable the SOs to report observed potential threats to the security supervisor.

Security Forces

Security personnel will work in close cooperation with the local police departments in handling any security incidents. This cooperation will be based on the detailed security policies and procedures already developed. These procedures and close coordination between security and local law enforcement in communication and response to all security and/or emergency situations are a primary element contributing to the College security.

Access Control System

Currently, keys are used for access control to many areas on campus and each security officer is equipped with keys to control access. Doors will not be propped open.

Student and Staff Communications with Security

During security incidents on campus, students and staff will be able to reach the Security Office directly using any of the emergency telephones located throughout the campus, including the elevators. It is planned that each classroom will eventually be equipped with a mounted communications system that will be established by a single-action pushbutton. For additional details concerning emergency communications refer to the section entitled Proposed Initiatives.

Closed Circuit Television (CCTV) System

The CCTV system will monitor specific campus areas. Fixed cameras will be used primarily to monitor locations where monies are exchanged, large areas of congregation, etc. CCTV monitoring is desirable but only necessary on a case by case basis. Transmissions from all cameras will be visible at the Security Office. If a security incident is viewed while in progress

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or if it is reported to the Security Office, the CCTV operator will be able to select the appropriate cameras to view the incident and will be able to direct the appropriate security response to the proper location. All cameras will be continuously recorded and the recordings of incidents will be stored for later use as evidence in police and legal matters. Refer to the Proposed Initiatives portion of this paper for more details concerning CCTV.

Intrusion Detection System

Upon detection of an intrusion, an alarm will be generated at the Security Office or other monitoring station. This shall cause a security officer to be dispatched by the Security Office or other monitoring station to investigate the intrusion site.

Security and Maintenance Radio System

All security officers will be equipped with portable radios. These employees will be required to monitor the channel used by security at all times. The current system links security and facility employees which ensures that all system employees are immediately aware of any emerging security incident. All employees will be immediately available to respond to any incident as directed by the Security Office.

SECURITY METHODOLOGY AND TASKS

Security Program

The Chief of Security is responsible for the implementation of the Security Plan. The security program is the combined tasks and activities of security management and security analysis that enhance operational effectiveness by satisfying the security requirements in a timely and cost-effective manner. The Chief of Security's responsibilities include ensuring that all Security Plan activities apply to each security campus supervisor having responsibility for his or her campus. The Chief of Security will review and update the plan as necessary, providing additional controls and methodologies when warranted to sustain the required levels of security within the design.

Communications Protocol and Tools

The Chief of Security has outlined an organizational structure, a working communications protocol, and a set of operating tools to solicit security feedback from policy stakeholders. The Chief of Security has also prepared the following methodology to ensure the review of security concepts, procedures, and designs, and to implement security plans. The fulfillment of these responsibilities requires a communications methodology that facilitates the successful interaction of the following three key elements:

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- The system includes all campuses of Palm Beach State, its students, employees, visitors, facilities, and equipment as well as the surrounding environment or adjacent property affected by security issues on college property.
- The stakeholders involved in security issues such as the Safety-Security Committee, which has primary responsibility for security issues, and local law enforcement.
- The tools available to these stakeholders in addressing these security issues. The tools are used to ensure that security issues are identified and resolved. These tools include plans, conceptual designs, drawings, formal design reviews, issued databases, construction documents, and operations plans and policies.

System Security Program Audits

The College administration reserves the right to conduct independent audits of the security program to determine compliance with security considerations. The entire System Security Program shall be designed to be readily audited by representatives of the administration.

Threat and Vulnerability Analysis

Threats and vulnerabilities must be identified, examined, and appropriately resolved. The overall process is usually referred to as a Threat and Vulnerability Analysis (TVA) and is a normal and expected process within system security plans. Similar to the approach used to system safety where a Preliminary Hazard Analysis is used to analyze system hazards, a Threat and Vulnerability Analysis is used to analyze security hazards.

Threat and Vulnerability Identification

A college campus is very vulnerable to certain types of threats, including vandalism and graffiti on buildings and equipment, trespassing, larceny, and many other security problems. A college can face many threats to its security including destructive students, criminals, and even disgruntled workers. A potential security problem exists when these two components - threat and vulnerability - coincide.

It is impossible for a college campus to be completely secure. Security is a process of risk management. It is necessary to identify the major vulnerabilities and to identify threats to which the system is subject. These identifications should be done independently so that assumptions about vulnerability do not hide the possibility of problems with threats. Once the vulnerability and threat areas are brought into focus, the security resources can be applied to solve specific problems. The Chief of Security and the Safety and Security Committee will consider criminal

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activities of the communities where the campus resides. Patterns of criminal behavior will be established and reviewed on an on-going basis

Threat and Vulnerability Assessment

This exercise describes how security information will be analyzed to determine where the system is vulnerable and what threats are most likely to be experienced.

Threat and Vulnerability Resolution

This process describes how identified threats will be addressed by the college. Some threats may demand emergency response; others may require a long-term project; and still others may just be accepted as part of business with no action taken.

The definitions for Threat Probability and Threat Severity are as follows:

Threat Probability

Threat Probability is the probability a threat will occur. Threat Probability may be expressed in quantitative or qualitative terms.

Threat Probability ranking is as follows:

1. Frequent
2. Probable
3. Occasional
4. Remote
5. Improbable
6. Impossible

Threat Severity

Threat Severity is a qualitative measure of the worst possible consequences of a specific threat.

Threat Severity ranking is as follows:

1. Catastrophic. May cause death, loss of a significant component of the system, or significant financial loss.

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2. Critical. May cause severe injury, severe illness, major system damage, or major financial loss.
3. Marginal. May cause minor injury, minor system damage, or minor financial loss.
4. Negligible. Will not result in injury, system damage, or financial loss.

Threat Risk Resolution Matrix

Combined Threat Probability and Threat Severity will be used to express security hazard risk. A risk assessment matrix will be defined on this basis and should be used when classifying security hazards according to their risk both before and after mitigation.

Threat and Vulnerability Analysis Process

Following the production of this System Security Plan, the Threat and Vulnerability Analysis will commence. The Threat and Vulnerability Analysis will be conducted by the Safety-Security Committee members who are familiar with the college. Technical insight in terms of the system design and operation will be obtained from the relevant people within the college, its subcontractors and suppliers. This is a multidisciplinary approach. The Chief of Security is responsible for ensuring the resolution and closure of all identified security risks.

Security System Design

The Security System Design describes the organization; activities, methodology, and documentation by which the college, along with its suppliers and subcontractors, will ensure that all the project system security design requirements and objectives are met.

Design Reviews

Palm Beach State will consider security issues during the system design review and facility design approval processes. The Safety-Security Committee members will supply input and will review comments, evaluate trade-offs, make recommendations, and ensure evidence of security design guideline conformance as an integral part of the design review process.

Surveillance and Communications Procedures Development

A global surveillance philosophy shall be established. Palm Beach State shall define in more detail the differing elements of the surveillance, operations and security. Each surveillance task (by location and function) shall be itemized. This will include defining how cameras will operate in standard mode (for fixed and pan-tilt-zoom cameras), how sequential operations of cameras will operate, and how the cameras will operate in conjunction with alarms.

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System Security Incident Response

Local law enforcement has the burden and responsibility for developing the formal policy and procedures that establish the procedures for a security related emergency on campus. The College has the responsibility for policy for routine security incidents. It is important that campus security have the ability to interface and assume a supporting role with local law enforcement during law enforcement's emergency response.

Palm Beach State security will follow the "Accident and Incident Investigation and Reporting Procedures" outlined within the College Security Manual.

System Security Investigation and Reporting

Palm Beach State Security has responsibility for investigating and reporting security related incidents on campus. The College security will contribute to a high perception, as well as a real level of customer, employee and fixed facility security. The College Security staff will work in close cooperation with local law enforcement in handling any security incidents. This cooperation will be based on the detailed security policies and procedures that have already been developed. The ability of the College security to respond when needed, as well as local law enforcement, to all security and/or emergency situation is a primary element contributing to the College security.

Employees on site at major incidents must not disturb, alter or remove any evidence at the scene. The College security until properly relieved by local law enforcement are responsible for securing an incident site and are the primary agency in the investigation of an incident until local law enforcement arrives

Security Incident Report

Palm Beach State Security shall report criminal incidents to local law enforcement and will likewise complete an incident report. The College report will include a complete description of the incident, including an explanation of what occurred, the probable cause and the actions taken by all parties. Reporting requirements will be specified by current the College security procedure and practice.

Palm Beach State Security Manual

The College security developed a manual that outlines procedures (down to individual tasks level) regarding their duties and responsibilities.

Training Program

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Palm Beach State Security has implemented a training program for its personnel, in dealing with security events. The training shall be hands-on, and shall be taught on an event-by-event basis. All new employees shall receive the same training as the initial work force.

PROPOSED INITIATIVES

Access Control - Within the college, a supplemental security barrier should be provided by means of an access control system which safeguards against movement into areas/classrooms on campus. The College shall provide an access control plan which will be directed towards controlling access to restricted areas.

Anonymous Reporting- Intended to increase the colleges' staff and student role in reporting threats or concerns that could lead to violence or other criminal activity. Anonymous reporting should be developed to allow members of the college to report criminal activity and other threats and/or concerns. Often students are the first to become aware of a concern that might jeopardize the safety of others at our college. This would not be a tool in an actual emergency.

Barrier system - Gates and where feasible fencing that physically obstructs entry onto the campuses should be installed. It should be noted that a barrier can only provide a "first line of defense" that will delay entry and make it difficult. Thus, the barrier/gate should be equipped with intrusion detection devices that will cause alarm activation.

Call box improvements and installation - Students and staff must have a reliable means to call for assistance in event of duress or when in need of medical assistance. This is typically an emergency telephone or intercom system.

Closed circuit television (CCTV) - Meetings were conducted to develop the design, to solicit comments, and to support revisions and modifications of the College's current system. A detailed CCTV security design as well as technical specifications still needs to be prepared. The College should provide a complete color Closed Circuit Television (CCTV) system, including cameras, transmission systems and monitoring stations for each campus. The CCTV system shall provide full coverage of areas the College deems necessary to support the safety and security of its respective campuses. CCTV monitors shall be provided in the Security Office. CCTV displays shall be discernible under all normal operating conditions. During emergency lighting situations reduced resolution is acceptable. The cameras shall be tamper-proof and vandal-resistant. Quantities of cameras installed shall depend upon campus configuration. Installations shall be suitable for the environment. The cameras shall automatically adjust to the ambient light conditions of each campus throughout the day and night. If the Security Office elects to use pan-

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tilt-zoom cameras, controls shall be provided at each monitoring location, with the Security Office having priority over camera control. Recordings shall be retained for no less than ninety (90) days.

Design - Crime prevention and control, especially in the college environment, begins with facility design – the creation and maintenance of an environment that will not tolerate criminal activity. The inclusion of security issues in conceptual designs and formal design reviews of the Wellington Campus, for example, will enhance the system’s ultimate ability to provide secure service to its staff and students.

Emergency intercoms – shall be installed in every class room and office on every campus with the termination of the alert at the respective Campus Security Office. The activation of the emergency intercom shall initiate a direct and automatic two-way link in the Security Office. The two-way voice link between the Security Office and local law enforcement can be established from the Security Office in response to a student/staff-initiated request. The student/staff initiated communications shall automatically indicate the location from which the call or activation came. The system shall also permit monitoring by the Security Office Personnel for safety purposes only. The activation of the emergency intercom shall take priority over all other calls or customer service within the Security Office.

Graffiti-free campuses - Graffiti shall be removed or over painted before the start of the following day’s classes or at a maximum within 24 hours of discovery or notification.

Illumination system - A system shall be designed and provided that gives a sense of security to students and employees. This illumination system must be coordinated with the (CCTV) surveillance so that nighttime surveillance is adequate for recording, and enables identification of criminal perpetrators. Security lighting for exterior areas shall be designed or redesigned so that approximately 15 to 25 percent of normal parking area and roadway entrance lighting is controlled by photocells.

Intrusion detection improvements - Intrusion alarms shall be provided to monitor security-sensitive points, including times when the college is not operating (see barriers).

Locking of class room doors – All class room doors should have a locking mechanism that secures/locks the doors from the inside, yet will allow for easy egress if warranted.

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Operation - At the operational level the Safety-Security Committee will continue to oversee the security of the College. The methodologies for addressing and mitigating security concerns will be established.

Revision of emergency procedures and publication of Emergency Procedure Plan- to provide the College's employees and students with information to effectively deal with a variety of emergencies that may threaten the College. The procedures will deal with a variety of issues that may impact employees and/or students. The Emergency Procedure Plan will be developed, revised and reviewed by each Campus Safety-Security Committee. The revision shall begin with the worst case scenario (active shooter) and decrease by priority.

Security communications methodology - A communications process will be established to ensure the successful notification of all concerned in the event of a significant incident or emergency. This can be achieved through the development and use of a communications protocol that incorporates a multi-layered approach. This would include text messaging, intercom, loud speakers and a siren at each campus.

Testing – Palm Beach State Security will develop a plan to mitigate security-related issues to ensure that all security systems are performing to required technical specifications.

Unobstructed faculty doors and windows- All faculty doors and windows will be unobstructed and faculty offices which do not have windows will have them installed.

Warning signs - Signs advising guests against trespass and the presence of CCTV would enhance the security of the College campuses.

Any questions concerning the College Security Plan should be directed to the College Chief of Security at 868-3910 or smithj@pbcc.edu.

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