FOCUS on FACILITIES
Diocese of Cleveland Facilities Services Corporation

A Security Plan

This past October we addressed PPE (personal protection equipment) which frequently goes hand-in-hand with maintaining security e.g., specific security events where there are potentially toxic materials being used. To continue on with the topic of safety and security we will discuss herein the drafting of a security plan "table of content". With the impact of COVID-19 upon us early last year and its continuing to affect all of us, it should be very clear to organizations if they didn't have a security plan before they need one now. And, those who have had a formal security plan should recognize they need to update it based on "lessons-learned" from this pandemic that shut down literally every public building in America.

To begin this process it's recommended a building management security plan committee be formed to address the topics highlighted below while recognizing that there is more to simply furnishing and installing a security system for the building(s) e.g., security associated with natural disaster. The Occupational Safety and Health Administration (OSHA) has a publication titled, "*Preparing and Protecting Security Personnel in Emergencies*" www.osha.gov and should be included within any building owner or organization's "security plan".

In addition, the American Society of Heating Refrigerating, and Air-Conditioning Engineers (ASHRAE) has blended its technical group TG2 HVAC Security into technical committee (TC) TC 2.10 Resilience and Security. Assigned to take the lead within ASHRAE with its scope of work, *TC 2.10 Resilience and Security* is concerned with fundamental scientific and engineering design principles for the resilience of the built environments subjected to extraordinary events including mitigating consequential damages, remediation, and recovery.

This particular TC can be considered the "hub" to the wheel spokes that contribute to the resilience and

security (R&S) guidelines that building designers, operation and maintenance staff, and building owners will be encouraged to enhance past practices.

This should begin in the building program/design phase, draft into the initial "Basis of Design" document the R&S goals whether this program is a new building, renovation, or updating of the facility's Security Plan. Historically this Basis of Design document would strive to identify energy efficient goals and LEED certified for energy and environment design goals.

Other building program goals would include the owner's goals e.g., business requirements such as office space requirements to accommodate 300 employees, warehouse space, etc.

Other past suggestions in drafting the building program's Basis of Design can be found in the 2020 ASHRAE Handbook, HVAC Systems and Equipment, chapter 1-HVAC System Analysis and Selection.

Whether drafting an initial security plan or an updating

an existing security plan, it is suggested but not limited to include the following topics:

- Building security e.g. intruders
- Occupant security e.g. unauthorized person within an occupied area
- Cyber security e.g., corrupt computer operating system
- Infrastructure security e.g. software attacks from virus that erase computer database
- Operation security e.g., introduction of toxic chemical into outdoor air intake
- Maintenance security e.g., failure of life safety system automation
- Securing the building e.g., crowd control outside building
- Internal accidents e.g., chemical spill
- External accidents e.g., smoke from adjacent building fire
- Natural disasters e.g., flooding of electrical room
- External threats e.g., terrorist warning
- Shutting down and securing building e.g., response to pandemic
- Recovering the building e.g., procedures to startup HVAC systems

A suggested "table of content" for a building security plan can be as simple as the following:

- Introduction (*Provide 1-page overview*)
- Purpose (*Building management security goals*)
- Authors (*Identify the committee and/or contributors*)
- Responsibilities (*Include process flow diagram indication assigned group or department and brief statement on each*)
- Policies and Systems (*At the end of this security plan include attachments that reference specific action plans e.g., building evacuation plan and also specific system operation involved with the security of the building e.g., fire alarm sequence of operation*)
- Classifications (*Category 1-Isolated Incident e.g., lab chemical spill, Category 2-Unauthorized person(s) in building, etc. up to evacuation of people from the building*)
- Control Measures (*Security initiative authorized person(s), identification name tags, specific responsibilities, etc.*)
- Communication (*Policy and Procedures in a security initiative, equipment and devices to be used, etc.*)

For a single building one may consider a complex security plan excessive, but the topics noted above should be considered and incorporated if applicable. Not all buildings e.g., a church, parish hall, or gymnasium need to include these subjects because the hours of full occupancy may be very limited, and incidents where a natural disaster occurs there may not be anyone in the building during this period. In addition, the "recovery" action plan after a security breach may also be somewhat simplified based on the type of building.

Important to note is that with any security plan there needs to be training of specific personnel and/or teams. Also, occupants themselves need to receive training and direction e.g., fire drills. The scheduling of security team personnel training should be, at a minimum, completed annually. Other security intervals of training will dependent on the specific exercise.

In summary, as our world today continues to become more complex the safety, health, and security of our buildings needs to be protected from potential hazards for those who occupy and visit.

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