

Security Actions Based on Risk Rating

The level of security action being undertaken is dependent on two considerations:

1. Risk assessment based upon the current perceived terror-threat in the country and community based upon terror activity.
2. Risk assessment based upon the perceived prominence of the building as a target.

As one might expect, security operations tighten as terror activity increases and as a function of:

- The profile of the building with respect to its status, image, or prominence.
- The profile of the building with respect to its political or historical symbolism.
- The profile of the building with respect to its tenants as target risks.
- The profile of the building with respect to its function and importance in infrastructure support.
- Potential vulnerability to attack – ease of target.
- Location of the building with respect to neighboring potential targets.

The higher the threat-profile the higher the corresponding level of security measures. It is clear that security and convenience are proportionally opposite of each other. As one increases, the other decreases, “Lock Down” being the highest alert status of building operations.

Some properties may elect to adjust their level of security based upon warnings that may be issued by government.

Graduating levels of security action based upon perceived threat:

Operating as normal with a somewhat higher level of security.

- Utilization of building housekeeping, maintenance staff to be more aware of security issues and suspicious persons.
- Compress hours of building operation to fewer core business hours.
- Increasing security patrols and checks by two and three times.
- Logging all deliveries and visiting vehicles – recording license numbers as well.

Operating with increased stationary security and patrols and inspecting deliveries and vehicles.

- Restrict number of access doors, post guards requiring check in at the other entrances

- Restrict deliveries to compacted hours and require special check-in
- Reconfiguring garage access so one entrance is card key access only and shifting security to the other entrance for check in access.
- Assigning a Loading Dock “Dock Master”
- Prohibiting large bags and backpacks from entering the facility and checking smaller packages. (This is a facility that houses performances and events).
- Sign visitors in and out
- Access only by key card or security guard
- Requiring an identification check before a delivery driver can enter the building or park next to it.
- Inspecting bills of lading on all deliveries.
- 24 x 7 security in the building

Operating on lock-down, controlled access via a limited number of entrances that are staffed round the clock with security. Requiring all visitors and deliveries to be met, signed in, and escorted by building tenants from the lobby or loading dock and back out again. Restricting all vehicles that enter the garage to permitted drivers. Restricting access to the loading dock to persons and deliveries that have been inspected.

- Tenants have to meet deliveries and guests and sign them in
- Security at garage ticket spitter asking questions of each arriving driver
- No packages into building unless searched
- No visitor parking allowed, only regular monthly parkers with card access and required sign in.
- Requiring photo ID for building entrance
- Towing of abandoned vehicles
- Security on service elevator
- Access only by key card – no visitors
- All person accessing the building must pass through a metal detector and be checked in by security, all packages are examined via x-ray technology. (This is a high security Federal Building).
- Total lockdown, no access, elevator moved to a floor above the lobby level.

Security measures being undertaken or considered:

- Established an alert status for increasing levels of security procedures culminating in complete lock down if the threat level requires it.
- Obtaining radio system.
- Providing the parking contractor’s staff with building radios.
- Develop a list of government emergency phone numbers and contacts.
- Emergency shut off switches that will shut down the buildings air intake in quick to access locations.

- Procuring special hats or vests for use in identifying staff in an emergency.
- Reassessment of evacuation assembly areas for safety of evacuees.
- Invite speaker from hospitals to reassure tenants and staff about bio-terrorism and chemical attack.
- Re-assessment of the safety of any nuclear materials in medical tenant offices.
- Procurement of any air monitoring equipment that can detect poisons or toxins.
- Share crisis management plans and ideas with other real estate professional and organizations.
- Performing a building access card audit, ensuring old cards are cancelled and active cards are properly assigned and accounted for.
- Requesting background checks on all persons who work essentially full time in the building for contracted vendors.
- Increasing and upgrading security devices for roof and mechanical space access.
- Practicing emergency lockdown procedures.
- Training on how to handle the discovery of abandoned packages.
- Closing off the drive-up and drop-off area of the building with barricades extending vehicles proximity to the building.
- Requiring background checks on all persons who work essentially full time in the building for contracted vendors.
- Posting signs informing drivers that if they have not signed in and given us their vehicles license number their vehicle will be towed, and they are towing vehicles.
- Collecting and sharing the emergency phone numbers of neighboring properties to facilitate. emergency exchange of information and notification in the event of an incident.
- Installing a phone on the loading dock requiring delivery personnel to call for an escort before they can use the freight elevator.
- Entrance barriers to garage that hinder an attempt to drive past security into the garage.
- Retraining on bomb threat procedures.
- Distribute building ID cards for regular on site all day vendors.
- Stocking of special supplies.
- Joint fire drills with fire department and tenants and practice evacuation drills.
- Label building stairwells not just in the stairway but also in the hallway.
- Install treads on stairway for safety when wet during emergency evacuation.
- Procuring bullhorns as back up communication devices during evacuations.
- Keeping tapes current in security cameras and expanding camera networks.