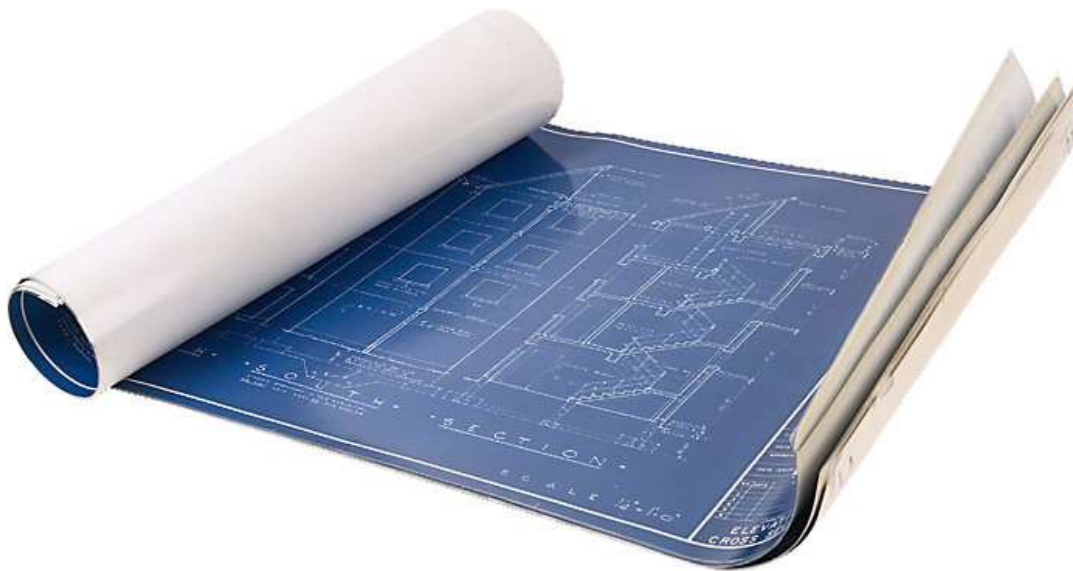


Safety Blueprint

Tips and strategies to roll-out or refine a safety and security program.



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Safety and Security Fault Lines

Proactively implementing a safety strategy that helps prevent the loss of property and instructional time while improving safety and security is a measure any location should exercise as an ongoing process. While safety and security are top of mind for many administrators, there is no guarantee that any location will ever be completely safe. The best plans are developed collaboratively with key staff, law enforcement, and other members of the community. This document will help guide you through the process of developing, reviewing and refining an assessment-based safety plan.

Goals

1. Anticipate and prevent incidents.
2. Improve response to and management of a crisis situation.
3. Manage the aftermath of a crisis.

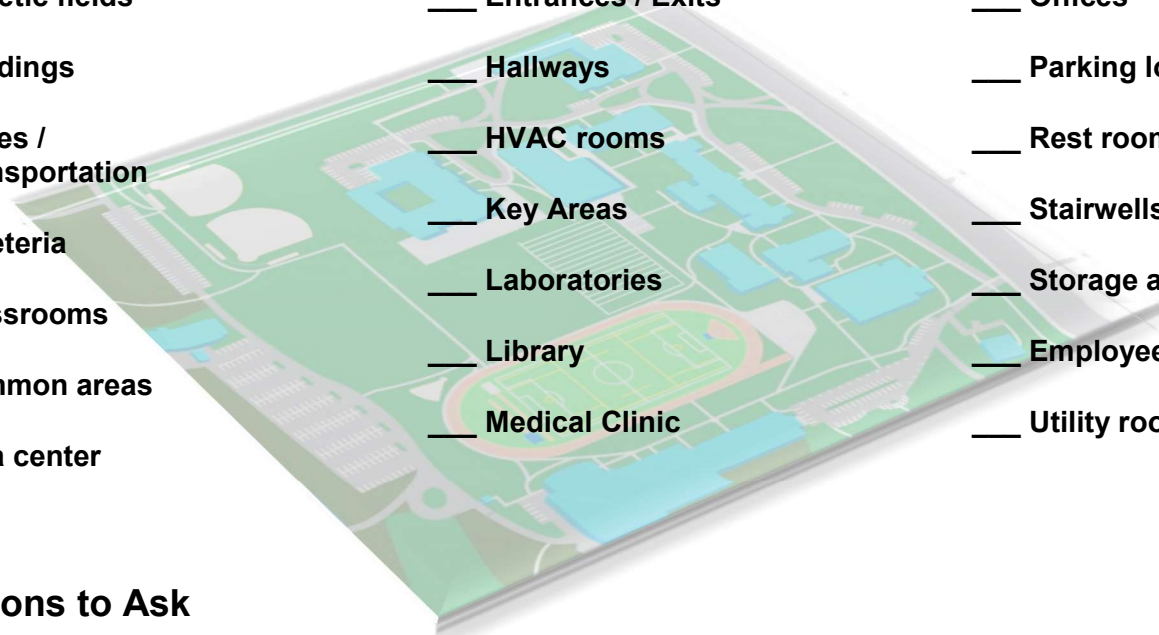
Many locations are not prepared to respond to a disruptive event and do not have systems in place to automatically alert stakeholders of a situation in progress. Typically, inefficient manual processes are used to alert staff, visitors or other appropriate people. Using technology to automate your current processes and systems to operate as one cohesive, integrated system with centralized management, monitoring and alerting is a core foundational piece when building your safety strategy. A great place to start is identifying manual processes and “siloed” systems that can act as a drag on efficiency. This will help in eliminating some common fault points and allow you to allocate resources more effectively.

Questions to Ask

1. Who is responsible for drafting, administering and maintaining your safety plan?
2. Does your plan align with recommendations from your state and local government?
3. Were there incidents in the past that have put people or property at risk and if so, how did you respond and what lessons were learned from the experience?

Facility and Security Audit

The first step in defining a comprehensive safety plan is to conduct a systematic review of the location. Ideally, this review calls out the unique nuances of the location or individual structures. The goal of the audit is to reveal areas of concern and ensure that the entire location is included in the safety plan.

- 
- Athletic fields
 - Buildings
 - Buses / Transportation
 - Cafeteria
 - Classrooms
 - Common areas
 - Data center
 - Entrances / Exits
 - Hallways
 - HVAC rooms
 - Key Areas
 - Laboratories
 - Library
 - Medical Clinic
 - Offices
 - Parking lots
 - Rest rooms
 - Stairwells
 - Storage areas
 - Employee lounge
 - Utility rooms

Questions to Ask

1. Are each of these areas included and accounted for in the security plan?
2. How do you communicate with each of these areas in the event of an emergency?
3. Which of these areas are the most susceptible to a breach?
4. Which of these areas have a need for access control?
5. Are there other areas of concern or consideration?



Crisis Management

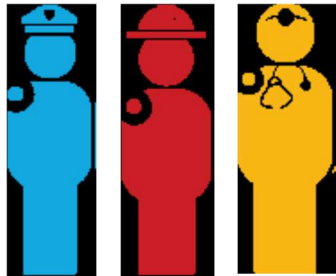
A comprehensive crisis management plan includes procedures for handling emergencies both during and in the aftermath of an event. Precautions should be taken to ensure the appropriate personnel have a detailed understanding of their roles and responsibilities during an event. Your plan should include a well-defined response for each of these types of events.

- Active Shooter
- Bomb Threat
- Chemical spill
- Fire
- HVAC malfunction
- Illness/epidemic
- Intruder
- Loss of power
- Mass disturbance
- Natural Disaster
- Robbery
- Theft
- Threat in community
- Vandalism
- Violence
- Weapons
- Weather event

For each of these it is important to have a set of emergency notification and evacuation procedures. It is also important to ensure these procedures are well-documented and periodically drilled to measure the effectiveness of your safety plan.

Questions to Ask

1. Are emergency plans coordinated with police, fire and medical?
2. How are safety procedures activated and by whom?
3. Is technology in place to help automate both on and off-site notification and response during an emergency situation?
4. Have you established an evacuation plan with situational alternatives?
5. How are staff members, visitors or any other people accounted for during a crisis?





Access Control

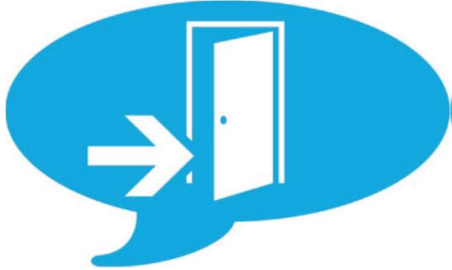
One of the most effective ways to reduce the likelihood of an incident or problem is by securing and actively monitoring areas of ingress / egress. During this evaluation pay particular attention to whom and when access is allowed by area. The best plans incorporate vigilance of staff augmented by monitoring technology. Types of security to consider include:

- Alarm systems
- Badging (staff, member, visitor ID cards)
- Door and window sensors
- Motion activated lighting
- Motion and environmental sensors
- Parking lot monitoring
- Video surveillance

An effective plan minimizes the number of entrance and exit points used. These should be supervised and monitored around the clock. Vehicular access should also be controlled and parking lots monitored. Finally, access to service docks, utilities, roofs and closets should be secured when not in use.

Questions to Ask

1. How long does it take to secure your facility?
2. Do you have a badging system to clearly identify staff and guests?
3. Does this system include background checks for guests?
4. Are entrances and exits continuously monitored and supervised?
5. In the event of an emergency, is there a procedure in place to secure the building and confirm that visitors and staff are safe?





Environmental Monitoring

Most locations safety strategy in place. However, most do not have a clear plan in place to be alerted of an unexpected environmental disaster. This important consideration is often overlooked or deemed not affordable. There are many types of sensors available and ways to incorporate these sensors into your safety plan.

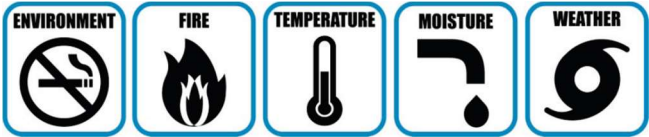
- Environmental Monitoring – temperature, water, humidity, smoke, flame, glass break.
- Integration with environmental & security control systems already in place.
- Security Monitoring – doors, windows, closets, storage areas.

In the event a problem is detected by one of these sensors, alerts detailing the situation can be delivered via voice, text, broadcast and more.

- Emergency Alerts – automatically inform security teams, maintenance staff or other key stake holders when a sensor is triggered.
- Broadcast Notification – send ad hoc, scheduled or responsive messages and alerts to staff, guests, community, key people, etc.

Questions to Ask

1. What is the impact if a pipe bursts overnight and water damage occurs to critical systems in your equipment closet?
2. How much will it cost in spoilage if a food storage refrigerator in the cafeteria malfunctions over the weekend?
3. If your telephone system or computers were down for one or more days due to an environmental disaster how will you communicate?



System Integration

Many locations have multiple systems that provide security, environmental monitoring, video surveillance, communications and notification. Each one of these systems may have its own alarming and reporting applications which creates several different and complex reporting silos. Integrating video surveillance systems, access control systems, environmental triggers, E911, lock down events and mass alert notification under one centralized management tool will unify existing systems and result in a well-orchestrated and automated alerting platform that quickly alerts key people such as first responders and staff. Opportunities for system integration include:

- Access Control
- Alarm Panels
- E911
- Fire Panels
- Intercom, Public Address and Clock Systems
- Lockdown
- Telephone Systems
- Video Surveillance



Questions to Ask

1. Are there alarm and notification systems in place in your district that operate and report independently?
2. Would it be helpful to have immediate, local alerting while simultaneous third-party alerting (police, fire, security monitoring company) occurs?
3. If you could have one management platform watching for alarms from all of your systems and intelligently distributing alerts to key people on multiple devices would your emergency alerting be timelier?



Location Assessment and Checklist

Review each of the items listed below and determine the need for enhancement using a scale of 1 – 3 with 1 = Most Prepared, 2 = Moderate Need for Enhancement, 3 = Needs Improvement

- Access control
- Background checks
- Badging system
- Building evacuation plan
- Building ID signs
- Community awareness
- Compliance with federal and state law
- Crisis management plan
- District Alerts (students, parents, community)
- Badging system
- E911
- Emergency plans
- Fire alarm system
- Hall / corridor monitoring
- ID Cards
- Incident reporting
- Intercom, radio, cell phones
- Locks / security system
- Mass notification system
- Motion sensors
- Network access
- Panic buttons
- Parking lot security
- Phone system
- Lockdown / Safety Drills
- Security alarm system
- Security lighting
- Social media / SMS alerting
- Staff training
- Safety drills
- Transportation security
- Video surveillance
- Visitor screening / access

Putting the Plan in Place

Once your safety plan is documented, use the strategies listed below to put your plan into practice.

1. Make safety part of your agenda and routinely review and practice your emergency preparedness procedures.
2. Develop a detailed plan as well as a specific plan based on the types of crisis identified during the evaluation.
3. Establish a system for administrators, staff, members and visitors to report incidents.
4. Build a public relations team to promote awareness of the safety plan to the community and ensure that you have a way to communicate emergencies to nearby stakeholders.

About Telspan

For over 50 years Telspan has provided complete voice, data and wireless system design, installation and maintenance services. Our clients range all industries including education, retail, medical, government, law and non-profit organizations. With offices in the northeast, Telspan's service area is complemented by a nationwide network of technicians so that all your locations can be cared for with one easy phone call. Our alerting system integrates fire safety, access control, video surveillance to safely secure your people and property.

About ICON

ICON, a Texas-based company, is a leading-edge provider of communications systems, network infrastructure equipment and hosted services specializing in monitoring, alerting, voice, video, and mobility. We provide our customers reliable systems and applications that integrate voice processing with other facility monitoring and notification systems, providing a single office automation solution engineered from the core.

For more information and assistance with your safety blueprint initiative visit www.telspan.net.

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