

**CAMPUS SAFETY AND SECURITY
WTCS BEST PRACTICES
DMI PROGRAM – October 28, 2008**

What follows is a listing of campus safety and security measures which have been undertaken or are under consideration by WTCS colleges in furtherance of campus safety and security. Also available are the following materials from the session:

1. School Safety - PowerPoint prepared by Gallagher Bassett Services, Inc.
2. Campus Security Action plan form
3. Crime Prevention through Environmental Design (CPTED Principles)
4. Campus Safety and Security Audit Guidelines
5. Campus Safety and Security Audit Checklist
6. Survival Mindset and Courses of Action - PowerPoint
7. CPTED Strategies prepared by Prince William County Police Department

Best Practices:

1. All campus streets should be recognized by the city for patrol and enforcement.
2. Streets and roadways should be named through the city so that they show up on Mapquest and other publicly accessible sources. This will ensure that fire and rescue vehicles are able to find the appropriate spot when called.
3. Move the internal security office to a highly visible area such as a major hallway in the College, etc.
4. Make sure that all College signage is highly visible and directional.
5. Signage should be on door frames (room numbers). Both interior and exterior numbers should be utilized and placed close to the floor (in the event of a fire) and at eye level.
6. The Police Department has an online login to the surveillance cameras on campus so that they can readily visualize an emergency on site. NWTC currently has 140 cameras.
7. Cameras are mounted on exterior poles in the center of parking lots and an emergency call box is mounted at the bottom of these poles. When the callbox is used, the cameras will pan down to pick up the caller and the callbox.
8. Lighting is not run at 100% at all times. They are reduced to 20% at night for energy conservation. However, key corridors and strategic areas externally continue to be lit.
9. Criminal justice students on work study are hired to work as security aides to serve as the eyes and ears of security staff while on campus. They are funded through the financial aid office rather than College budget and are able to provide good resource as to what is really "going on" on campus.
10. Establish a security committee on campus to work with security personnel and include non-safety personnel from student services, instruction, support staff. It was noted that custodial and maintenance staff know a lot about what is going on on campus.
11. Conduct a "night walk" on campus with key administrators to demonstrate exposure for security issues and potential criminal activity.
12. Conduct a security audit both internal and external.
13. Utilize appropriate measures to ensure security is taken into account when construction or renovation occurs.
14. Prepare condensed emergency response guides on a flip chart to utilize in the event of an emergency. These charts can be issued to external safety and security personnel who will need to know the location of shutoff valves and other hazards on campus as well as ingress and egress points.

15. Centralize your responsibility for safety and security in one office.
16. Conduct behavioral intervention training and create teams to spot and report threats to safety and security.
17. Post activities on campus on the internet so that faculty and staff know what is going on so they can spot unusual behavior.
18. Train staff to recognize "what is not right" and report it.
19. Utilize alternative transport methods to patrol large campuses including a segway, bikes, ATVs.
20. Continue to use radio communication devices because they are cheap, quick and efficient.
21. Train key administrative staff in NIMS (National Incident Management Systems).
22. Develop the technology and systems to identify and ensure that key doors would be locked down and thereafter secondary doors in the event of an incident.
23. Pre-plan with local law enforcement and safety officials so the campus security and local law enforcement know what to anticipate in the event of an incident, Piggyback off of local K-12 and other campus plans to use best practices.
24. Work on establishing a mass communication to send out information including pre-recorded messages and prepared website messages.
25. Utilization of E911 which tells emergency services personnel exactly where help is needed.
26. As a simple strategy put building floor plans inside plastic covers to mark hazards on the front with grease paint so that local law enforcement can use them first to conduct audits and then secondly in the event of an emergency.
27. Invite local law enforcement and emergency services personnel on campus to conduct an internal and external audit with College staff.
28. Reconsider how much information about the campus and its facilities actually needs to be on the internet as this would be useful to potential predators.
29. Pay attention to security and systems for documents.
30. Scan documents into systems so that you are not reliant on strictly paper.
31. Store backup electronic access outside your zip code area.
32. Ensure your policies in your IT area are current and enforceable.
33. Make sure that all students and random visitors to campus have to use an ID in order to sign on to the computer systems.
34. Review safety and security policies to ensure that they are broad enough to allow instructional devices such as knives and the culinary arts program, cutting devices in the trades and other industrial programs where required.
35. Ensure that departments develop practices and procedures unique to their programs relative to the presence of these devices on campus, securing those devices and their appropriate use.
36. Do not overlook night staff and students when doing training.
37. One way to implement campus security measures is to tie them into energy conservation systems.

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