SAFETY AND SECURITY STANDARDS

Security and safety are paramount aspects of any Ivy Tech facility. The Ivy Tech security department should be involved from the start of the Design process through Construction. A Safety and Security Report will be produced at the start of the Design process which will be utilized to evaluate and refine Security Plans and be used as a datum point during the Construction process to evaluate progress.

Concepts for safety and security should include the following:

SITE DESIGN

1. A vehicle barrier should be planned to protect the main entrance of the building from the land leading to the vehicle turnaround and drop-off location in front. This barrier should be coordinated with the Landscape design to maintain the appeal of the design and the purpose of the main entry. Reinforced bollards would be acceptable but should be coordinated with the design. Avoid a straight drive lane to the main entry.

2. Visitor parking should be placed in front of the main entrance. Signs should be used to direct people to visitor parking and identify main entrance. Raised sidewalks and landscape bump-outs or islands should be planned in the student parking lots to reduce pedestrian and vehicle conflict and to slow speeds. The proper placement of landscaping bump-outs or islands will enhance the use of portable barriers for traffic control during peak use times.

3. Student parking areas should be designed for natural surveillance from the main building. The lighting and landscape planting plans shall be designed to avoid producing barriers to visual accessibility, prevent hiding spots, and enhance natural surveillance. Design parking areas and the associated hardscape and landscape areas in conjunction with Security surveillance systems.

4. Use of raised speed tables (flat topped speed bumps) with contrasting materials or paint at pedestrian crosswalks is encouraged.

5. Signage should be well placed at vehicle entrances to direct vehicle traffic into the campus and in the parking areas.

6. An emergency phone or call box should be visible from any exterior location and be located so that one is not more than "x-feet" from one. Coordinate these locations with campus security or local law enforcement (depending upon the campus). Avoid the placement of utility boxes, trees, walls, and other devices in locations that will facilitate climbing to access the roof.

7. Consider the ability to fence and secure U-Shaped courtyards, receiving areas, and other dead space.

ENTRANCES

1. Avoid placing tall plants near exterior doors to which could potentially block views from security.

2. Building entrances shall be well-marked and illuminated.

3. Main entrance vestibules provide a passive approach to screening and controlling visitors and students.

4. Exterior doors should be designed for electronic access control and monitoring.

INTERIOR

1. It is recommended that the design team review the building and HVAC plans to identify safe areas within the facility. These rooms should be structurally safe and provide reasonable protection from physical damage due to storms.

2. Avoid if possible the use of opaque/translucent glazing at main and secondary entrances. The use of such materials reduces the natural surveillance and can create areas for hiding at entries.

3. Assembly occupancies should have multiple means of egress for escape from critical incidents. Consider additional exiting above code minimums in multiple locations around the room.

4. Classrooms and Labs with large storefront systems should have emergency exit capabilities to another space/corridor in addition to the main room entrance.

5. Cameras are needed to provide uniform coverage of the exterior spaces, entrances, and interior hallways. An effective camera system requires constant supervision. It also provides documentation of activities and events for management use. Coordinate camera placement and supervision with campus security.

6. Large assembly areas should be designed for other uses. It is desired that these spaces have constant supervised activities to prevent them from being isolated.

7. In spaces where groups of students or faculty and students gather, rooms shall have visual access to provide natural surveillance.

8. The cafeteria/commons area should be furnished with small tables (2 & 4-tops) to reduce group sizes and to increase movement space. This helps to avoid conflicts and it facilitates community use activities.

9. Locate staff offices near public/student restrooms for casual monitoring of the area.

10. Gang Restroom should avoid doors and use a maze entrance.

11. If possible, Gang Restrooms should be placed in a central location for use as storm-safe rooms.

12. Custodial and other building services storage rooms should use automatic door closure arms and self-locking mechanisms to prevent improper access and use by students. Toxic cleaning materials should be carefully controlled in these areas.