NOTICE IS HEREBY GIVEN that the Riverside Community College District, hereinafter referred to as the District, invites proposals for physical security and safety services for its district-wide security master plan project. Each proposal must conform and be responsive to the specifications in the Request for Proposal (RFP).

To obtain the specifications and bid package you may contact the Purchasing Manager, Majd Askar, at Riverside Community College District at (951) 222-8444 or email majd.askar@rccd.edu.

All proposals must be received by the District no later than 12:00 p.m. on Friday October 11th, 2013 in the format specified by the District. Submit hard copy proposals; one (1) original, two (2) copies and one (1) electronic version (CD/DVD) in a sealed envelope clearly marked with the RFP name and addressed as follows:

(Mailing Address) Riverside Community College District
North Hall Building/ Purchasing Dept.
Purchasing Department – North Hall
4800 Magnolia Avenue, Riverside, CA 92506

(Physical Address): Riverside Community College District
North Hall Building/ Purchasing Dept.
Purchasing Department – North Hall
3617 Saunders Street, Riverside, CA 92506

All Questions and inquiries should be made in writing and e-mailed or faxed by September 20, 2013, no later than 12:00 PM to: Majd Askar (email) majd.askar@rccd.edu; (fax) (951)222-8022. Any resultant changes will be issued by the Purchasing Office in the form of an addendum to the RFP.

The District reserves the right to reject any or all proposals or to waive any irregularities therein. No proposals may be withdrawn for a period of 120 calendar days after the proposal submission date.

INTRODUCTION

Riverside Community College District (RCCD) is seeking proposals for a comprehensive security and safety inspection and inventory of all district properties in partnership with the district’s Security Task Force. Proposals must be submitted no later than 12:00 p.m. on Friday, October 11, 2013. Your complete proposal should provide a list of the services to be rendered, costs for all services in a modular format outlined out by task/initiative, and all other fees related to your comprehensive physical security consulting and evaluation services. Your fees should be assigned to each service individually (i.e., inspection and inventory of all security systems at Riverside City College and the associated costs for this service). In addition, the questions outlined in this RFP must be fully answered to qualify your proposal.

BACKGROUND

RCCD is evaluating its current security and safety-related capabilities and areas of concern. The inspection, system inventory, and mapping of all devices and programs will be conducted as one of the preliminary initiatives of Phase
One of the district’s overall security program enhancements. This RFP will be referred to as the “security program assessment” for the purposes of this proposal process. RCCD is seeking competitive quotes for (1) a comprehensive inspection of all district facilities, (2) a detailed inventory of all physical security, fire, alarm, perimeter, CCTV, and associated systems and devices throughout the district, (3) a system mapping of all known devices, software, hardware, etc., and (4) a proposal for restoring all systems identified in the inspection to 100% operability. It is the primary goal of this proposal to identify a security expert/partner to assist the district with the restoration or replacement of all current fire and security systems. Your proposal must include an analysis of your proposed methodology to perform inspection, inventory, and mapping services, the cost effectiveness of your proposal, the extent of the service offerings, time elements for project completion, benefits of your proposal, and the expected results the district could see should your proposal be selected for implementation.

**TIMELINE**

The anticipated timeline, subject to change, for the complete process is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Tentative Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Questions Due</td>
<td>September 20, 2013, no later than 12:00 PM</td>
</tr>
<tr>
<td>Proposals Due – Response Window Closes</td>
<td>October 11, 2013, no later than 12:00 PM</td>
</tr>
<tr>
<td>Interviews of Selected Respondents</td>
<td>October 18, 2013, 2013</td>
</tr>
<tr>
<td>Selected contractor identified</td>
<td>October 25, 2013</td>
</tr>
<tr>
<td>Contract negotiated</td>
<td>November 1, 2013</td>
</tr>
<tr>
<td>Contract initiated (if not subject to BOT approval)</td>
<td>November 8, 2013</td>
</tr>
<tr>
<td>Contract subject to Board of Trustees approval</td>
<td>November 18, 2013</td>
</tr>
<tr>
<td>Contract initiated (if subject to BOT approval)</td>
<td>November 22, 2013</td>
</tr>
</tbody>
</table>

**INTELLIGENCE REPORT**

The RCCD site(s) identified for this project are as follows:

- **Riverside Community College District Office**
  1533 Spruce Street
  Riverside, CA 92507

- **Riverside Community College District Office**
  450 E. Alessandro Blvd.
  Riverside, CA 92508

- **Riverside City College** (includes College House and North Hall)
  4800 Magnolia Ave.
  Riverside, CA 92506
Documents Provided

1. Security Master Plan Outline – Phases 1-3
2. Information Technology Audit Documents – Circa 2011
3. District-wide Appraisal Audit (2009)
4. Security Audit Documents (audit and various)

NOTE: Any information a contractor may require to submit their proposal must be requested during the technical questions phase of the RFP (see dates). Any information requests received by RCCD after the expiration of the technical question phase will not be honored. All information requests will be time stamped with a responsive e-mail to the contractor.

QUALIFICATIONS & EXPERIENCE

This section should establish the ability of contractor to exceptionally perform the required work by reasons of demonstrated competence in the proposed services to be rendered, the nature and relevance of similar work currently being performed or recently completed, and competitive advantages over other firms in the same industry.

1. Furnish background information including date of incorporation/founding, legal form, location of offices, principal line of business, number of employees, days/hours of operation and any other pertinent data.

2. Describe most noteworthy qualifications for providing proposed services to be rendered.

3. Specifically highlight those qualifications that provide a competitive advantage.

4. Describe any significant developments in the organization such as changes in ownership or key personnel in the past five years.

5. Describe any pertinent litigation pending against contractor.

6. Identify the Account Manager that would be assigned to RCCD account. Include a detailed resume of the Account Manager including description of qualifications, professional certifications, job functions, and office location.

7. Identify the key personnel that would be assigned to the RCCD account. Include brief resumes of key personnel.
including description of individual qualifications, professional certifications, job functions, and office locations. Furnish an organizational chart for key personnel assigned to RCCD account.

SCOPE OF SERVICES

RCCD seeks to perform a comprehensive safety and security system inspection, inventory, and device (includes software and system support) mapping to identify the district’s current capabilities. Additionally, the awarded contractor will be asked to submit a proposal for Phase 2 of the Security Master Plan. Phase 2 will focus on the prioritization of the identified deficiencies and capabilities with further recommendations for implementation of a remediation plan to restore our systems to 100% capability. The emphasis during the Phase 1 inspection, inventory, and device-mapping will be on the costs and value demonstrated by the candidates. Proposals should be creative and include recommendations for reducing the impact on the district and colleges during the inspections, surveys, etc. Multiple proposals involving complex methodologies to meet the district’s needs are also welcome. However, all proposals must meet all of the KEY OBJECTIVES detailed below. Proposals submitted not meeting these minimum key objectives will be summarily rejected.

REQUEST FOR PROPOSAL OBJECTIVES

Security Program Objectives

1. **KEY OBJECTIVE:** RCCD requires a complete inspection of all of the above district and college facilities with specific emphasis on the identification of all security and fire-related systems, devices, equipment, cameras, software, and associated functions.

2. **KEY OBJECTIVE:** RCCD requires a complete inventory report of all security and fire-related systems, devices, equipment, cameras, software, and associated functions with specific emphasis on the interoperability between the identified systems and devices.

3. **KEY OBJECTIVE:** RCCD requires a complete system and device-mapping report detailing the interoperability of all systems and devices identified in the inspection and inventory reports. This objective will emphasize methods RCCD can deploy to increase interoperability, salvage current systems, and restore the functionality of the security and fire-related systems and devices to 100%.

4. **KEY OBJECTIVE:** RCCD requires a commitment from the awarded contractor to submit a proposal to the district for the Phase 2 prioritization and implementation effort for the restoration of systems.

SELECTION PROCESS

1. The District will solicit submittals from prospective individuals and firms.

2. The District will screen submittals and establish a short list of “finalists” (2-3) to be interviewed.

3. The District will conduct interviews of the finalists.

4. The District staff will recommend appointment of the selected contractor to the Interim Chancellor and Board of Trustees.

5. Upon action by the Board, the District will execute a formal agreement with the selected contractor.
**SELECTION CRITERIA**

The Contractor shall perform general and specific tasks as described in the scope of services and objectives sections of this Request for Proposal (RFP). The District intends to select the most competitively qualified contractor to provide these services. The District’s screening and selection representatives shall evaluate proposals on the basis of professional expertise, level of services offered, level of experience, cost factors, and other vendor criteria. The District will compare and evaluate all proposals and select a contractor that best meets the needs of the District based on the scope of services.

**PROPOSAL PARAMETERS**

1. All proposals must be received by the District **no later than 12:00 p.m. on Friday October 11th, 2013** in the format specified by the District. Submit hard copy proposals; one (1) original, two (2) copies and one (1) electronic version (CD/DVD) in a sealed envelope clearly marked with the RFP name and delivered to RCCD Purchasing Department.

2. This Contract is for the period of November 20, 2014 to June 30, 2014. The District will consider extending contract for an additional period subject to a successful review of services, provided both parties agree in writing to do so, prior to the expiration date. Any extensions shall be at the same terms and conditions, plus any approved changes, and will likely include changes in premium and costs.

3. The individual or official of the contractor who has the authority to bind the firm contractually must sign the RFP.

4. All fees and commissions must be clearly delineated with the total compensation to the contractor provided in detail.

5. All exceptions to the terms of this proposal and other requirements must be outlined in the cover letter accompanying your proposal.

6. Failure to comply with all terms and answer all questions may result in disqualification of your proposal.

7. All information disclosed to the contractor must remain confidential.

8. If Contractor’s proposal contains pages of what contractor believes to be proprietary information, contractor shall make the notation “Contractor’s Proprietary Information” on each page that is deemed to be proprietary.

**GENERAL PROVISIONS**

1. **Addenda:** The District may modify this RFP or any of its deadline dates set forth in the RFP prior to the date fixed for the submission by issuance of an addendum.

2. **Withdrawal of RFP:** The proposer may withdraw its RFP by submitting a written or facsimile request signed by the proposer’s authorized representative.

3. **Right of Cancellation:** The District reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for statement preparation, interview, fee negotiation or other marketing costs associated with RFP. The District may reject any or all submittals and may waive any immaterial deviation from the RFP. The District’s waiver of an immaterial defect shall in no way modify the RFP documents or excuse the submitter from compliance with other provisions of the RFP.
4. **Disposition of Submittals:** Submittals become the property of the District and may be returned only at the District's option and at the submitter's expense. Information contained therein shall become public documents subject to the Public Records Act.

5. **Evaluation of Statement of Qualifications:** The District’s evaluation is solely for the purpose of determining which contractors are deemed qualified. Statements of Qualification will be reviewed and a determination made by the District based upon the submitted information and any other information available to the District. The District may request that a contractor submit additional information pertinent to the RFP. The District also reserves the right to investigate other available resources in addition to any documents or information submitted by the contractor.

6. **Insurance:** The selected contractor shall procure and maintain during the term of the agreement, such general liability, property damage, workers' compensation and vehicle insurance as may be required to protect the contractor and the District as their interests may appear. *A copy of such coverage shall be provided in the proposal.*

7. **Worker's Compensation Insurance:** Contractor agrees to comply fully with all provisions of all applicable workers' compensation insurance laws, and shall procure and maintain in full force and effect worker's compensation insurance covering its partners, employees and agents while said persons are performing services pursuant to this Agreement. In the event that an employee of Contractor performing this Agreement files a worker's compensation claim against the District, Contractor agrees to defend and hold the District harmless from such claim.

8. **Contractor Conduct:** During the RFP Window (from release of this RFP to Final award), contractor is not permitted to contact RCCD employees or members of the Board of Trustees. No gratuities of any kind will be accepted, including meals, gifts, or trips. Violation of these conditions may constitute immediate disqualification.

9. **Hold Harmless and Indemnification:** The contractor shall hold harmless and indemnify the District, its officers, agents and employees from and against any and all actions, suits, or other proceedings, costs (including reasonable attorneys' fees) and damages as may arise as a result of performing the work hereunder, except such actions, suits or other proceeding as may arise as a result of the negligence or willful misconduct of the District, its officers, agents, and employees.

10. **Cost of Proposal Development:** RCCD disclaims any financial responsibility for, and contractor shall be solely responsible for, any costs incurred by the contractor in responding to this RFP, whether or not it is the successful contractor, including the costs for bonding, legal costs for any reason, visitation/travel expenses, reproduction, postage and mailing, and the like.

11. **RFP Interpretation and Addenda:** Any changes, clarifications, or other interpretations regarding this RFP will be sent by RCCD to each contractor who has received or requested a RFP. These Addenda will become part of the RFP and will be included by reference in the Final contracts between the contractor(s) and RCCD.

12. **Award:** As explained above, any award is subject to successful contract negotiations between RCCD and the selected contractor(s). Selection as the contractor is not an award and the process will be concluded with the execution of the final agreement(s) with all of the contractor(s) concerned and ratified with Board of Trustees authorization.

The final Agreement(s) shall be signed by the selected contractor and returned, within ten (10) working days after the Agreement has been mailed or otherwise delivered to contractor. No Agreement shall be considered in effect until it has been fully executed by all of the parties thereto. Failure to execute the Agreement within ten (10) working days after the Agreement has been mailed or otherwise delivered to the selected contractor...
shall be just cause for the cancellation of the award. Award may then be made to the next selected responsive and responsible contractor, or the bid may be re-advertised as RCCD may decide.

CONFIDENTIALITY

The submitted proposals and Response Forms are public records subject to public disclosure pursuant to the provisions of the Public Records Act (Government Code Section 6250). RCCD will notify the CONTRACTOR of any public request for disclosure of such documents.

QUESTIONS REGARDING THIS RFP

Any administrative or technical questions concerning the requirements presented in this RFP must be directed to the contact on the title page of this RFP via e-mail. Technical questions must be submitted to Majd Askar no later than 12:00 PM (PST) on Friday September 20, 2013. RCCD will draft responses to be posted as Addenda.
PROPOSAL FORM “1” -HOLD HARMLESS AGREEMENT

The Contractor agrees to and does hereby indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, or any nature whatsoever, which may be incurred by reason of:

Liability for damages for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the Contractor or any person, firm or corporation employed by the Contractor upon or in connection with the work called for in this Agreement, except for liability resulting from the sole negligence, willful misconduct, or active negligence of the DISTRICT, its officers, employees, agents or independent contractors who are directly employed by the DISTRICT; and

Any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the Contractor, or any person, firm, or corporation employed by the Contractor, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation, including the DISTRICT, arising out of, or in any way connected with the work covered by this agreement, whether said injury or damage occurs either on or off school DISTRICT property, if the liability arose from the negligence or willful misconduct of anyone employed by the Contractor, either directly or by independent contract.

The Contractor, at his own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

SUBMITTED BY:

COMPANY____________________________

SIGNATURE___________________________SIGNATURE______________________________

NAME_____________________________NAME_____________________________

TITLE_____________________________TITLE_______________________________

DATE_____________________________DATE_______________________________

In accordance with the Corporations Code of California, any contract entered into by any corporation with Riverside Community College DISTRICT shall be signed by two officers of the corporation: the president/CEO or any vice president AND the secretary or the treasurer/CFO or any assistant treasurer. If bidder is a corporation, and signer is not an officer, attach certified copy of by-laws or resolution authorizing execution. If bidder is a corporation, affix corporate seal. If signer is an agent, attach power of attorney. If bidder is not an individual, list names of other persons authorized to bind the organization.
PROPOSAL FORM “2”- NONCOLLUSION AFFIDAVIT

STATE OF CALIFORNIA

County of __________ being first duly sworn, deposes and says that he/she is

________________________ of ____________________________,

(Title) (Name of bidder)

the party making the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the bidder has not, directly or indirectly, submitted his or her price or any breakdown thereof, or the contents thereof, or divulged information of date relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member of agent thereof to effectuate a collusive or sham proposal.

(Signature)

(Typed Name)

SUBSCRIBED BEFORE ME on this __________day of ____________, 20__. 

(Notary Public)

My Commission Expires: (Expiration Date)
PROPOSAL FORM “3” - CERTIFICATE REGARDING WORKERS’ COMPENSATION

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

1. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.

2. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations, of ability to self-insure and to pay any compensation that may become due to employees.

I am aware of the provisions of Labor Code Section 3700 which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provision before commencing the performance of the work of this contract.

_______________________________________________________
Proper Name of Bidder

By:  ________________________________________________

_______________________________________________________
PROPOSAL FORM “4” - PROPOSAL SIGNATURE FORM

Due Date: NO LATER THAN 12:00 P.M. ON OCTOBER 11th, 2013

The undersigned officer, having become familiar with the Request for Proposal, the specifications, the contract terms and conditions, the solicitation conditions, and the instructions for completing the PROPOSAL form, hereby offers to provide the services described in the request for proposal for “Physical Safety & Security Inventory and Capabilities Mapping Project - Phase I - Phase I.” Bidder proposes and agrees to provide the equipment, materials, services and related documentation required for the proposal described as, “Physical Safety & Security Inventory and Capabilities Mapping Project - Phase I - Phase I”, in the amounts proposed in your response. A duly executed copy of the signature page of this proposal document must accompany your response.

Company Name ______________________________________________________________

Authorized Signature _________________________________________________________

Name of Authorized Signer _____________________________________________________

Title _________________________________________________________________________

Address _______________________________________________________________________

City __________________________________________________________________________

Phone Number ______________________ Fax Number

Email Address __________________________

Number of Addenda received, acknowledged and incorporated into this Proposal: _________
PROPOSED SECURITY MASTER PLAN OUTLINE

FOR

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Proposal Submitted by:

Michael W. Simmons
Director, Risk Management
RCCD Risk Management Department
4800 Magnolia Ave.
Riverside, CA 92506
(951) 222-8128 – Office
(951) 328-3502 - Fax
This outline overview represents the RCCD Risk Management Department’s proposal and recommendations for the revision and redesign of the district’s physical security plan.

The final plan will include a (1) current physical security system inventory and hardware mapping report, (2) vulnerability assessments for all district facilities and locations, (3) short-term existing system repair recommendations, (4) long-term system upgrade recommendations, (5) security policy and procedure review and revision recommendations, and (6) the development and implementation of a standardized security plan for the district.

The final security system master plan will include the following investigative and documentary elements:

- Initial district / college administration orientation
- Meetings to confer on plan elements
- Master Security Plan Task Force Formation
- Site surveys and security vulnerability assessments at ALL district locations
- Location (asset) definition and prioritization (value categorization)
- Vulnerability definition, categorization, and prioritization to establish long-term security goals and objectives
- Information technology security review and integration
- Interviews and data collection from college administration, faculty, staff, and district personnel
- Crime index data reports for all locations
- Security-level threat classifications for all district locations
- External environmental scan to identify new and relevant security-related technologies
- Security staffing investigation and recommendations
- Short-term system repair and restoration initiative to include system mapping and capability assessments
- Long-term system upgrades (standardized) initiative
- Development of system preventative maintenance and inspection program (internal or vendor contracted)
- Security program training to include a train-the-trainer program to ensure internal system training availability
- Security vendor support communication protocol
- Development of standardized security system protocols for all district locations
- Security system cost control policy

The final RCCD Security Master Plan will also include expanded sections for all of the topics listed in the outline below. The primary goal of the RCCD Security Master Plan is the substantial increase in the effectiveness of the district’s security profile. This will be accomplished through the identification of district security weaknesses, inventory of existing security systems, identification of new technologies, and the deployment of a uniform, standardized security system procurement and management effort. It is believed that the adoption of this plan will ultimately create a cohesive and effective security perimeter for all district personnel and location. The RCCD Security Master Plan will also address long-term system compatibility, communication infrastructure, product obsolescence, and the growing demands on the district related to security awareness and resource allocation.
RCCD SECURITY MASTER PLAN TOPIC OUTLINE

I. Executive Summary

II. District / College Administration Security Master Plan Purpose Statement

III. Introduction
   a. RCCD Security Goals and Objectives
   b. Plan Statement of Scope
   c. Plan Timeline
   d. Plan Responsibilities and Accountabilities
   e. Plan Outsource Assignments and Cost Forecasts by Phase / Element

IV. PHASE 1: Existing Security Program Integrity Assessment (ALL District Locations)
   a. Site Survey and Premises Vulnerability Assessments
      i. Site Personnel Surveys / Interviews Vulnerability Assessments
         1. Known Deficiencies / Operability Surveys of Site Personnel
            a. Existing Physical Security Perception
            b. Expectations for a Security Master Plan
            c. Perception of Human Vulnerabilities
            d. Perception of Property Vulnerabilities
            e. Perception of College Police
            f. Actual Knowledge of Threats and Vulnerabilities
         2. Data Collection
         3. Expectation: Onsite Personnel Deficiencies / Operability Catalog
      ii. District Police Survey and Capability Assessment
         1. Security Consultant Survey of Police Chief
            a. Known Police Deficiencies
               i. Equipment
               ii. Training
               iii. All Other Elements
            b. Proposed Police Enhancements
               i. Personnel
               ii. Equipment
               iii. Training
         2. Data Collection
         3. Expectation: Police Department Deficiencies / Needs Inventory Report
      iii. Site Premises Inspection Vulnerability Assessments
         1. Security Consultant Premises Inspection
            a. Physical Security Elements
i. Exterior Lighting
ii. Visibility Profile
iii. Perimeter Controls (fencing)
iv. Landscaping
v. Vehicular and Pedestrian Traffic Control
vi. Points of Access / Locking Systems
vii. Sensitive Area Security
viii. Hazardous Materials Storage / Facilities
ix. Panic Alarm Systems
x. Intrusion Detection

2. Data Collection

3. **Expectation:** Consultant Premises Deficiencies / Operability Catalog

b. Technology Survey and Vulnerability Assessments

i. **Camera System (CCTV) Operations Assessment**
   1. CCTV Interoperability Assessment / Report
   2. CCTV Communications Mapping Matrix / Report
   4. **Expectation:** CCTV System Deficiencies / Capabilities Report

ii. **Mass Notification Procurement Effort Status**
   1. Mass Notification Task Force Situation Update
   2. **Expectation:** Mass Notification Situation Report

iii. **Access Control Assessment**
   1. Access Badge Control Survey / Assessment Report
   2. Access Badge Control Responsibility Matrix
   3. Access Badge Maintenance / Contract Review
   4. Data Collection
   5. **Expectation:** Access Control Deficiencies / Capabilities Report

iv. **Alarm Monitoring Assessment**
   1. Alarm Monitoring Survey / Assessment Report
   2. Alarm Monitoring Responsibility Matrix
   3. Alarm Monitoring PM / Equipment / Contract Review
   4. Data Collection
   5. **Expectation:** Alarm Monitoring Deficiencies / Capabilities Report

c. Information Technology Integration / Compatibility / Support Assessment

i. **District / Colleges Information Technology Personnel Surveys**
   1. IT Current Security System Access / Responsibility Assessment
   2. IT Support Capability Assessment
   3. IT Interoperability Assessment
   4. Data Collection
   5. **Expectation:** Consolidated IT Deficiencies / Capabilities Report

d. Crime Index Reporting
RIVERSIDE COMMUNITY COLLEGE DISTRICT

RCCD SECURITY MASTER PLAN OUTLINE OVERVIEW

Riverside Community College District

i. **CAPIndex Crime Index Reports** for ALL Locations
ii. **Uniform Crime Reporting (UCR) Index** Report for ALL Locations
iii. **College Police and Local Police Blotter Review / Report**
   1. Data Collection
   2. **Expectation**: Formal Criminal Activity and Validation Reports

e. Security Master Plan Consolidated Situation Report

i. Onsite Personnel Deficiencies / Operability Catalog
ii. District Police Survey Deficiencies Report / Inventory
iii. Consultant Premises Deficiencies / Operability Catalog
iv. CCTV System Deficiencies / Capabilities Report
v. Mass Notification Situation Report
vi. Access Control Deficiencies / Capabilities Report
vii. Alarm Monitoring Deficiencies / Capabilities Report
viii. Consolidated IT Deficiencies / Capabilities Report
ix. Formal Criminal Activity and Validation Reports
   1. Report Consolidation and Data Collection
   2. **Expectation**: Consolidated Security Master Plan Vulnerability / Capabilities Report for ALL System Elements (i. – ix. above)


**PHASE 1 ESTIMATED COST:** TO BE DETERMINED

**PHASE 1 ESTIMATED TIMELINE:** 4-6 Months

V. **PHASE 2:** Short-term Security System Reinforcement and Support

a. Review PHASE 1 Security Master Plan Vulnerability / Capabilities Report

i. **Form Security Plan Task Force**

ii. Security Task Force Review / De-Brief the Phase 1 Report

iii. **GOAL:** Identify ALL Known Vulnerabilities and Classify Into Prioritization Categories

   1. Review Involves ALL Physical Security Deficiencies
      a. Prioritize ALL Elements (surveys, experience, etc.)
         i. Identify ALL “**Critical Needs**” Elements (includes cost generating)
         ii. Identify ALL “**Ease of Implementation**” Elements
         iii. Identify ALL “**Cost Generating**” Elements
         iv. Identify ALL “**Secondary**” (non-critical) Elements
      b. Assign Responsibility for Critical Needs, Ease of Implementation, and Non-critical (no cost) Elements
      c. Assign Timeline for Completion of Critical Needs, Ease of Implementation, and Non-critical (no cost) Elements
d. Deploy Assigned Task Force Members to Manage Implementation and Deployment of ALL non-cost generating elements

e. **Expectation:** ALL Critical Need, Ease of Implementation, and Secondary (non-critical) Elements Identified by the Vulnerabilities / Capabilities and Evaluated, Categorized, Prioritized, and Assigned to Task Force Members for Implementation and Control

iv. **Cost Generating Element Review / Approval**
   1. Task Force Reviews Cost Generating Elements and Forms a Consensus on Need
      a. Cost Generating Elements Supported by the Task Force Assigned to Task Force Member / Manager to Transition Into a Formal Security Project (See Master Security Plan Recommendations in PHASE 3)
      b. Cost Generating Elements NOT Supported by the Task Force Relegated to a Tertiary Project List for Future Consideration
      c. **Expectation:** ALL Cost Generating Elements Identified by the Vulnerabilities / Capabilities and Evaluated, Categorized, Prioritized, and Assigned to Task Force Members for Implementation and Control

b. Review PHASE 1 Security Master Plan Vulnerability / Capabilities Report

   i. **Asset (Location) Categorization and Threat Level Assignment**
   
   ii. Security Task Force Review / De-Brief the Phase 1 Report

iii. **GOAL: Identify ALL Physical Locations and Classify into Threat Level Categories for Prioritization**
   1. Review Involves CAPIndex, UCR Reports, and Onsite Personnel Surveys / Catalog

      2. Divide Locations Into Three Threat Level Categories:
         a. **Threat Level “A”** – High Threat or Priority
            i. i.e., Chancellor’s Office, College Police, ATM’s, Hazardous Storage Facilities, etc.
         b. **Threat Level “B”** – Moderate Threat Level
            i. i.e., Classrooms, Cashier’s Offices, Facilities and Equipment, Foodservice, etc.
         c. **Threat Level “C”** – Low Threat Level
            i. i.e., low use areas, non-essential storage, etc.

      3. Divide Threat Levels Into Assigned Security Criteria


4. **Expectation:** Develop a Threat Level Matrix Inventory Report Categorizing ALL Locations by Threat Level and Assigning Security Criteria to Each Location for Phase 3.

**PHASE 2 KEY OBJECTIVES:** (1) Identify all Known Vulnerabilities and Classify into Actionable Categories with Specific Responsibility and Budget Assigned for Remedial Effort. (2) Identify ALL Locations Subject to the Plan and Classify into a Threat Level Category for the Purpose of Assigning Appropriate, Targeted Level of Resources to Each Location.

**PHASE 2 ESTIMATED COST:** TO BE DETERMINED

**PHASE 2 ESTIMATED TIMELINE:** 12 Months

Note: PHASES 1 and 2 will result in (1) the identification and prioritization of district-wide security deficiencies, (2) the identification and prioritization of district-wide location threat levels, (3) the identification of current system capabilities and limitations, (4) the assignment of responsibility for the repair and maintenance of existing systems to heighten security integrity, (5) the identification of any IT-related incompatibility, and (6) the identification of an estimated timeline and budgetary impact for the work to be accomplished. It is expected that the task force members assigned responsibility for repair and maintenance will accomplish their tasks on budget and on time. The intelligence results from Phases 1 and 2 will be transferred to Phase 3 for long-term security program strategy formulation and implementation.

VI. **PHASE 3 – Long-term Security System Program Development**

a. Long-Term Security System Phase 3 Checklist

i. Request for Proposal - Security System Design Consultant

ii. External Environment Scan for New Technologies

iii. Information Technology Review and Integration

iv. Long Term System Upgrades

v. Preventative Maintenance Agreements and Responsibilities

vi. Subcontractors Evaluation

vii. Cost Factors and Return on Investment (ROI) Analysis

viii. Responsibility and Accountability - System Life-Cycle Ownership

ix. Daily Operations Management

x. Database and Server Management

xi. Security Staffing, Supervision, and Training

xii. Control Center

xiii. Operational Standards

xiv. Technology Standards

xv. Communications Standards

xvi. Security Training

1. Student / Faculty Orientation

2. Task Force
3. Departmental
4. Ongoing Training

xvii. Crisis Response and Recovery Plans
   1. Public Service Liaison
   2. Drill Planning

xviii. Theft and Loss Prevention
   1. Shrink Benchmarking and Identification (district-wide)
   2. Shipping & Receiving
   3. Cash Handling
   4. Investigations
   5. Crime Insurance

xix. Incident Reporting
   1. Reporting Methods and Facilitation
   2. Response Mechanism

xx. CCTV Surveillance
   1. Video Monitoring
   2. Goals and Objectives

xxi. Fire Systems
xxii. Electrical Systems
xxiii. Medical
xxiv. Plumbing Systems
xxv. Chemical Management and Security
xxvi. Mechanical Security
xxvii. Utility Disruption

VII. Operational Policies and Procedures Development

   a. Security System Standard Identification / Adoption
   b. Master System Program
   c. Key Control Policy
   d. Key System Manager

VIII. Security Program Cost Control and Management

   PHASE 3 KEY OBJECTIVES: (1) Identify a security partner to guide the district/colleges on
   the development of new security systems and technologies. (2) Identify new technologies
   and enhancements to current systems. (3) Evaluate a variety of new systems and
   technologies for organizational fit. (4) Leverage the district’s considerable size to achieve
   economies of scale and a reasonable return on investment for all new systems.

   PHASE 3 ESTIMATED COST: TO BE DETERMINED

   PHASE 3 ESTIMATED TIMELINE: 18 Months
RCCD Security Master Plan Implementation

While the RCCD Security Master Plan uses vulnerability and risk analysis as a foundation for developing a path to increasing security, the plan is not simply a report of current deficiencies at the colleges and with the district. The objective of the Security Master Plan recommendations is to systematically address the following issues:

- Prioritize the identified risks at RCCD and thus the budget requirements for the revisions and modifications to the current security plan.

- Use risk prioritization and vulnerability identification to identify the appropriate SYSTEMATIC method of deployment of limited financial and human asset resources for the maximum possible gain.

- Identify clear security goals that guide the level of implementation over the short-term and long-term.

- Provide a standardized approach to security systems to take advantage of current compatibility and functionality and ensure all systems are interoperable in the future.

Based on this approach, the RCCD Security Master Plan could be the central document, used by the District and the Colleges to establish the scope of all security-related equipment and procedures. Using the concepts presented in the Security Master Plan the task force can identify security system architecture and device locations for electronic hardware, access control, intrusion detection, CCTV, and security communications equipment. The RCCD Security Master Plan will evaluate the potential threats and vulnerabilities to the District campuses, and develop a security program incorporating electronic, programmatic and physical security measures as required to achieve acceptable levels of risk control that can function in harmony with students, faculty, Administration, and the District.
Security Master Plan

Executive Summary

Security must be designed to be convenient and responsive for the persons who are using the facilities at Riverside Community College District. The objective is to provide a safe and secure environment that will foster the educational goals of the District. Security awareness is part of the approach, but the tools to manage the process must be in place. Having information that allows the District to know where and when it is being successful from a security standpoint is important. Communication within the District and with the community is important for maintaining the desired environment.

This plan recommends a combination of access control, alarms, video, and voice communication devices to provide the basic infrastructure for a robust security program. Security should be administered, managed, and monitored by the District Police Department. Security equipment installations should be handled through the Facilities Planning, Design, and Construction Department in the same manner as other infrastructure tools.

In order to effectively implement a security systems standards approach for the District, it will be necessary to pre-select the manufacturer and models of most of the equipment. This will ensure compatibility between the various components, allowing the District to achieve it’s goal of having a cohesive security program. The key factors are:

- An access control and alarm system. (The District currently owns one system by SoftwareHouse, which could be used as the basis for expansion.)
- A security video system that is compatible with the selected access control system. (Envisioning the near future, it is recommended that the district strongly consider IP cameras and digital network video recording devices that will provide high definition video capability.)
- Having the District Police Department Monitoring and Dispatch Center UL Certified as a Central Station. This will allow this center to receive both security and fire alarms as a primary monitoring location, eliminating the need for outside monitoring contracts.
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Introduction

In conjunction with a program to create a master plan for the development for each of the campuses relative to educational plans, long range-program, growth, and capital plans, a Security Master Plan has been developed. The organization of this report is based on the outline provided in the RFP for the overall master plan. It is based upon interviews with selected interested stakeholders across all of the campuses to determine current and future needs and observation of the existing security program. This plan was conceived on behalf of and in close coordination with Chief Lee Wagner of the Campus Police Department.

The scope of work was conducted under the guidance of the Office of Facilities Planning, Design and Construction to incorporate the concepts into an overall infrastructure planning effort. RCCD has embraced the concept that shared infrastructure and standards regarding capital project elements will be the most cost effective approach for the future. The Infrastructure Committee has been formed to identify options and define infrastructure for all of the campuses in a cohesive manner across all disciplines, including security. This approach is lead by Aan Tan, Associate Vice Chancellor, Facilities Planning, Design, and Construction, within his Infrastructure Committee headed by Rick Hernandez. The work will provide the vehicle needed to allow interoperability within RCCD. There has already been some success in standardization of alarm systems in an effort to augment the beginning of a “standards” approach.
Background

Currently, each department at each campus independently identifies the security concerns and solutions for their specific area of responsibility, prepares a requisition for expenditure of funds to address the concerns, creates the Request for Bid once the funds are approved, and manages the implementation by the successful bidder. The result has been several different alarm systems and approaches, spread across each campus. In addition, each of these alarm system comes with a separate contract for monitoring at a private central station, whenever the systems are actually monitored. One of the challenges has been that local municipal police departments are notified by the private central station. The result is that the alarm response is performed by personnel who do not know the campus, rather than the RCCD Campus Police, and RCCD loses the ability to manage the situation. Another challenge is that spaces that are larger than one can easily see from the alarm keypad are difficult to clear prior to arming. If the person leaving is in a hurry, there is a tendency to not want to wander throughout a large, multi-room space to determine if everyone else has left or that all monitored points are secure before arming the alarm. Sometimes, if a specific point is not secure, it is difficult to determine if the condition is caused by an equipment malfunction or other causes. Since many of the systems have not been well maintained, this condition is more likely to occur. However, the system cannot be armed unless that unsecured point is masked out of the secure zone. Most staff personnel are not trained in how to do this, nor is it advisable to do so. If the alarm is not set, then there is no security.

The Campus Police Department has an alarm signal receiver and now monitors a few of these systems from the Riverside College Campus, along with many of the fire alarms. This has been a step in the right direction.

Today, the systems around the campuses are alarm centric, with a little access control. The latter was evidenced at March Education Center at March AFB where a SoftwareHouse access control system has been installed. The standalone biometric locks installed for Information Services and at the new structure at Riverside Campus are additional applications of access control. Most of the primary buildings and office areas on every campus have had alarm systems installed over time. These are monitored at offsite central stations, by Campus Police, or are not monitored at all. Maintenance is a constant problem, because of the mix of installation companies.

Access control is achieved through key and lock control approaches at the present time for most departments. The historic challenge with this approach is the difficulty in controlling the access to the keys, preventing unauthorized duplication, and the cost of re-keying locks and reissuing keys. The utilization of special key blanks and lock systems helps this process, but doesn’t solve the underlying difficulty of managing access in a fluid environment.

Electronic access control systems should be used if an area is too large for easy alarming. It can effectively be used to restrict an area to only authorized personnel when persons are working within the space. Specific persons should receive access cards to open a
space for business or open the door for entry depending upon how the portal is configured. Once the door has been opened for the day, these persons are responsible for the space. If the control is active, then the Police Department can monitor the doors for held and forced conditions, but persons inside can move around freely. This creates a controlled perimeter around the space.

Cameras should be used whenever there is a desire for surveillance for safety of persons in waiting areas, such as pick-up/drop-off areas. Specific cases include childcare exits, bus stops, and car pool waiting areas. Cameras are used for audit trail video, to document transactions or activity in specific areas, and for the Police Department to qualify alarms or monitor event related activities.

In order for any security alarm program to be effective, there must be:

- Monitoring for the qualification of alarms.
- Dispatch of response units.
- Qualified response personnel to investigate the alarm conditions and resolve the condition.

This requires administration of the overall program for function and metrics of performance, programming and editing of the security databases, and education of the staff and community for security training and awareness. Under staffing any of these areas can defeat an otherwise effective program.
Security Plan and Program Development

Approach to data collection

The process used to identify the objectives, needs, and current status included:

- Visiting each campus to observe the dynamics of the operation, the flow of people around the campus, and the current state of implementation of security tools.
- Discussing security objectives with Chief Wagner and his staff at the Campus Police.
- Discussing security and infrastructure objectives and conditions with the Infrastructure Committee members.
- Interviewing various interested parties regarding security concerns for various departments, such as Early Childhood Development, the Digital Library, Performing Arts, and the RCCD Controller.
- Review of plans for the new parking structure at the Riverside Campus from a security perspective.

A list of those who were interviewed or contributed information for this plan is contained in the Appendix of this document. Security By Design wishes to express our sincere appreciation for all of the input received from all sources. Security for any organization is only as effective as those who manage the site wish it to be.

In conjunction with this Security Master Plan preparation, a charter to identify the best approach to migrating the monitoring of the various alarm systems from private central stations to the RCCD Campus Police Monitoring Center was authorized. After reviewing the options for monitoring alarms and evaluating the needs of the various departments who currently have or desire alarm systems, it was determined that the best way to do that is with an access control system. The basis for this result was that the persons who use this campus are diverse and fluid. Classrooms, while scheduled for identified classes, can be dynamically used throughout the day for legitimate, unscheduled, purposes. Offices, which normally close at 4:30 or 5:00 p.m., often have staff working at various hours of the evening or night to meet deadlines and workloads. During one of the initial interviews, the comment was made that the “faculty does not pay attention to building alarms.”

RCCD wants to know that the person(s) who are using the rooms are authorized and that there is a degree of safety knowing that only other authorized persons can enter an area that has been secured. If an alarm system has to be disarmed for the person to enter and work, then the latter objective cannot be achieved. However, if the entry is access controlled, then only another authorized person can enter without causing a forced door alarm condition. The Campus Police can respond to a forced door alarm, with the expectation that it is not a false alarm caused by an authorized person.

Additionally, unless special alarm software is purchased to enhance the processing of the alarm signals within an alarm system, there is no way to prioritize alarms. They simply arrive by time with an alarm code indicating the type of alarm. The central station

...
operator must either memorize all of the valid alarm codes or look it up to determine what the alarm is. However, if an Access Control and Alarm System is used, each type of alarm can be prioritized. This allows certain types of alarms, such as duress alarms, to be presented at the top of the list with information regarding the location. The time lost determining the type of alarm and location through normal alarm processing could be critical in this type of situation.

In both of the cases identified above, the use of an access control and alarm system over just an alarm system meets the operational needs of RCCD more effectively.
Mission for Security at RCCD

Safety is the primary concern for RCCD, followed by the desire to protect District assets from vandalism or theft.

In order for the campuses to look, feel, and be safe, security must become an integral part of the environment. As part of this approach, the goal of the Infrastructure Committee to create a “standards” approach for capital projects across the District and identify interrelationships between infrastructure disciplines will play a key role in achieving that status. For security measures to be effective, they must be easy to use in order for the authorized person to access the information or space to achieve their primary objective.

The vision for security for the administrators and staff includes the ability to:
- Control each campus during periods of unrest.
- Control access to buildings with the ability to separate private from public areas, based on the need for public access and time of day.
- Allow the departmental administrators to control access to departments, based on the departmental needs.
- Have safe travel along paths, in parking lots, and garages.
- Maintain a safe atmosphere for students and staff.
- Lower the frustration caused by persons parking in areas designated for other functions, like loading docks and delivery spaces.
- Have a general feeling of safety, whether from humans or wild animals.
- Understand how and where to make contact, if assistance is needed.
- Have sufficient space in the Police Services Office for victims to feel comfortable when filing reports.
- Have easy and convenient to use security tools.
- Meet the expectations of security by the public, without becoming an invasion of privacy.

There are some Departments and functions with special needs such as Early Childhood Development’s responsibility to verify the approval for the person picking up a child and to maintain the well being of the child while they are in the care of the ECCD, the Arts and Theater productions, Physical Education sporting events, Financial Services cashiering functions, laboratories and high value equipment and materials rooms, and traffic and parking management.

Presently, parking enforcement consumes resources. During the interviews with the department staff and administrators, frustration with parking violations was repeatedly mentioned. The RCCD Police Department enforces parking rules, but in a commuter college situation students historically have ignored parking designations in their rush to attend classes on time. This is not a problem unique to RCCD. The tickets that are issued currently are part of program contracted by a third party administrator, which places them within the State’s law enforcement legal system. Some approaches to alleviating this challenge include shuttle services, parking lot controls, and adjusted traffic circulation. A big step in the right direction is the new garage on the Riverside
Campus. However, it is currently designed with manual controls to close off the garage after hours. This facility will lower the parking space problem, but will not address the desire for secured parking for those who are working during late hours. Special arrangements can be made with the Campus Police Department for access, but this does not meet the convenience goal. Dealing with parking and traffic issues proactively will lower the cost of doing business for the District.

The vision for security for RCCD includes the ability for the Campus Police to:

- Know what is happening on each of the campuses.
- Receive reliable alarm signals when abnormal activity is occurring, throughout the District.
- Eliminate the cost of having private central station monitor alarm signals.
- Have integrated tools, such as alarm, access control, and video signals to more effectively qualify situations.
- Have confidence, knowing that the tools are in proper working order and are tested regularly.
- Provide response in a timely manner.
- Have the tools to properly investigate incidents that do occur.
- Have sufficient space on each campus to adequately serve the needs of the RCCD community with storage space for emergency equipment and supplies, plus allowing victims to file reports in a non-threatening environment.
- Reduce the cost of parking enforcement.

From an infrastructure standpoint, the goals relating to security include having:

- Reliable power for maintaining equipment in an operable state, in both a normal and in a crisis environment.
- Reliable communication for alarms, video, and voice communication, in both a normal and in a crisis environment.
- Adequate and good ambient lighting along pathways, parking areas, building entry/exit points, and waiting areas to provide good visibility of the surrounding area.
- Well maintained landscaping, terrain and vegetation, to provide good visibility of the surrounding area.
- Signage that is clear to effectively direct persons to their destination, whether coming to or leaving the campus.
- Reliable lock hardware, with the appropriate function for the space being served.
- Security conduit, wiring, and equipment programmed into planned projects to minimize retrofit costs and increase consistence of security application installations.
- Consistent security equipment to minimize special knowledge for end users, system administrators, system maintenance personnel, replacement parts requirements, and response personnel.
- Consistent interoperability approaches between infrastructure disciplines to lower the cost to implement and maintain security.
The security systems envisioned would consist of:

1. An access control and alarm system (ACAMS) deployed with a panel in each major building that is linked over the RCCD LAN to the RCCD Police Department for monitoring and administration. This panel would allow the ability to have spaces alarmed or access controlled, based on the needs of the department(s) located in the buildings.

2. A security video system that is interfaced with the ACAMS, so that live and recorded video can be associated with alarm and access conditions, if appropriate. The video would be recorded on digital recording devices. These digital recording devices would allow access to the video for anyone who is authorized via a password and access information. Both the RCCD Police Department and designated department administrators would be able to view the camera images for that department.

3. Emergency assistance stations deployed at strategic locations to provide direct communication with the RCCD Police Department Monitoring Center.

4. Communication equipment that will allow the RCCD Police Department to communicate between their units on different channels for enforcement versus police activities, have a channel for communicating within the Facilities Department and between Facilities and the Police Department, and have a method for communicating with First Responder units from the community, such as municipal police, fire department, and ambulances.

5. Have the RCCD Police Monitoring Center qualified as a UL listed central station to ensure that all uses meet current code requirements. For instance, this monitoring center could then be the primary monitoring location for fire alarms across the campuses.

An approach to consistency for end-users that has gained popularity over the last few years has been that of a “one-card” implementation. This approach utilizes a “contactless smart-card” that is used as an ID card for the person, an access card for security, a parking access card for pre-paid parking, library card, pre-paid purchases of books, supplies, or food, and events occurring on site. The value of this approach is that a single credential can be issued to each person. Should that credential be lost or stolen, it can be blocked from being used at all of these venues, and a replacement credential issued that restores the value to the rightful recipient. This, of course, does not work with a stored value card, where the pre-payment is stored on the credential itself rather than the card being handled like a debit card.

At a minimum, the security systems should operate using the existing fiber and cable infrastructures for network, telephone, and power. RCCD intends to become the “preeminent provider of long distance learning.” The reliability and resilience required to achieve this goal implies a stable data environment. Within this environment, it should not be difficult to implement a security subnet. A security subnet is recommended for two primary reasons: First, it isolates security from the campus network and limits access by creative students; second, it minimizes the impact of future high definition (HD) IP video capacity requirements on the RCCD network.
The security devices located at each building that are intended for use by campus staff or others must be consistent in their appearance and function. The application must be appropriate for the needs of the community. It must be easy for each person to assume the responsibility of the security for the space in which they are operating.
Goals for Physical Development

As a basic vision for RCCD security systems equipment would include:

- A card reader and electrified door hardware installed on at least one after-hours perimeter door on each secure building, where classrooms or offices are entered off of a lobby or hallway.
- Alarm contacts on all perimeter doors of all secure buildings.
- A card reader, door contact, and electrified door hardware with an integrated request to exit function on each room RCCD wishes to individually secure within a building.
- Space protection motion detector(s) for each room where there are special requirements, such as a laboratory with high value equipment or materials, which can be armed for space detection by time or by request. A classroom with accessible windows, where there is concern that the room would be entered by means other than the door, or a large room that has multiple entries might be candidates for this treatment.
- Cameras placed to augment security and foster safety of persons. Cameras are used to allow the Campus Police to surveil areas, qualify a situation, gather information about an incident in conjunction with an investigation, or create an audit trail of activity. Examples of places recommended for the use of camera views include:
  - Areas where people wait for rides (childcare pick-up/drop-off, bus stops, other designated pick-up/drop-off areas around campus).
  - Areas where problems have occurred in the past or dark, lonely areas along or near pathways.
  - Main entry lobbies of buildings.
  - Locations for process audit, such as childcare check-out procedures or other regulated transactions.
  - Rooms where the public uses or views high value items.
  - Areas where there is a concern for safety of staff, such as reception areas, offices where student disciplinary functions occur.
  - Stations where cash or other negotiable material is handled.
  - All emergency assistance stations.
  - Viewing the door or lobby area that enters any space where someone has been issued a duress button.
- Duress buttons should be provided where staff members have been identified as being at risk or upon request because someone feels vulnerable. These can be fixed position or portable with the person, depending upon the situation.
- Emergency Assistance stations should be located at transition points around the campus with the voice signal automatically contacting the Campus Police Monitoring Center.
- Upgraded, multi-channel radio communication equipment.
- After-hours use of parking garages with electrified and automated portals for vehicle entry and exit and pedestrian entry.
- Security Awareness and Training Program to show persons how to effectively use the security infrastructure and to teach persons how to increase their own safety and the safety of others.

The key to success in the near term is to utilize existing or developing infrastructure. A basic campus infrastructure must be in place, which is the intent of the Infrastructure Committee. The elements for this infrastructure include reliable power sources, a robust IP network, proper lighting of all building portals and pathways, well maintained landscaping that allows persons to visually check their surroundings for safe passage, door hardware that is reliable and with the proper functions, and standardized equipment within each building that can interface effectively. It is expected that most of the communication between the campus alarm points and the monitoring station will be processed over a security subnet on the RCCD IP network, with telephone backup through RCCD’s voice system. If the security equipment is designed to be part of the overall infrastructure within each of the facilities, then there will be additional opportunities for interoperability between functions, which can lower the District’s cost of doing business.

An example of this last thought is that there are other opportunities, should a “one-card” approach be adopted as part of the infrastructure program. The same access card, with interfaces to multiple databases could be used for the user interface for services such as parking fees and/or access for controlled lots, purchases made at the Bookstore or Tiger’s Den, and library or class use fees. The potentials will emerge as the District becomes familiar with the options available within the systems.
Appendix

Security By Design wishes to thanks all who contributed information toward this Security Master Plan. Should there be any omissions or errors in the list provided below, it was inadvertent and all who contributed are greatly appreciated.

Infrastructure Committee Members
Aan Tan, Associate Vice Chancellor, Facilities Planning, Design, and Construction
Rick Hernandez, Facilities Manager, Facilities Planning and Environmental Health/Safety
Steve Gilson, Associate Vice Chancellor, Information Services
Kathryn R. Paschke, Network Specialist, Voice
Mike Webster
Robert Gurrola
Bill Vincent
Keith Francis, Project Facilitator, Infrastructure Committee

District
Dr. Buysee, Vice President Administration and Finance
Bill Bogel, District Controller and Manager of Auxillary College Services
Bob Bramucci, Dean of Open Campus
Aaron S. Brown, Director, Accounting Services
Ralph Perez, Director of Facilities, Operations & Maintenance
Debbie Whittaker, Early Childhood Development
Chief Lee Wagner, Chief of Police
Mary Varela, College Police Secretary III
Sgt. Henry, College Police Officer
Eleanor, Police Monitoring and Dispatch
Dave Keese, College Police Officer

Moreno Valley Campus,
Dale Barajas, Facilities
Bill Orr, Chief Business Officer, Moreno Valley Campus

Norco Campus
Steve Monsanto, Plant Director, Operations and Maintenance
Normand P. Godin, Chief Business Officer, Norco Campus

Riverside Campus
Dr Daniel Castro, President of Riverside Community College
Ed Godwin, Director of Administrative Services for College House
Dr. Lacy, Vice Chancellor, Student Services
Dr. Quinn, Dean of Riverside School for the Arts
Terry Walker, Assistant to Associate Vice Chancellor of Digital Library
Ralph Perez, Director of Facilities, Operations and Maintenance
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• Building_24_Student_Center
• Building_28_Police_Dispatch
• Building_31_Early_Childhood_Studies
• Building_32_Business_Education
• Building_34_Assessment_&_Placement
• Building_37_Digital_Library
• Building_130_College_House
• Building_131_North_Hall
• Building_G_Garage
Executive Summary

As of July 2007, security measures in place on each of the Riverside Community College District’s primary campuses were documented. The campuses included the Moreno Campus, the Norco Campus, and the Riverside Campus. The approach taken was to review and document as thoroughly as possible the existing location and conditions for:

- Emergency phones
- Site lighting levels
- Radio communication for the RCCD Police and Facilities Departments
- Alarm Systems, which were primarily monitored by outside contract monitoring services
- Security cameras, with some video recording equipment
- RCCD Network data/telecom point of presence for each building

The documentation for the Riverside Campus includes discussions of the findings and Site plans level plans for:

- Emergency Phones
- Site Lighting level readings taken during the hours of darkness.
- Two-way radio communication antenna locations and the coverage range.

The alarm and camera systems information is listed by building and include plans showing each floor of each building. A key showing the types of security devices found is included on each floor plan. There were several buildings that had no security systems at the time of the study, so will not have any documentation. For many others, there were not any current plans available, so the Chemical Study that documented the floor plans many years ago, and is still used for creation of emergency evacuation plans, represented the best floor plans available. It was not considered economical to create updated floor plans within the structure of this Security Infrastructure Documentation Project. Many of the buildings are in need of retrofit or renovation and the plans will be updated at that time. The approximate location for the RCCD data/telecom “point of presence” is identified with each of these buildings.
Security Infrastructure Study

For the buildings that have no known security system, no documentation has been prepared and no floor plans are presented. In most cases they were also not available. Since floor plans are not included, the information regarding the approximate point of presence for the RCCD data and telecommunications is noted next to the building. The source document for this information is the Telecom plan created in 2006 by P2S as part of the Infrastructure Documentation project. They were:

- Building 1 – Quadrangle
  - Point of presence is in the east corner.
- Building 2 - Stadium
  - There is no point of presence identified.
- Building 4 – Maintenance Shop
  - Point of presence is on the southwestern corner.
- Building 5 – Maintenance Paint Shop
  - There is no point of presence identified.
- Building 10 – Admissions Counseling
  - Point of presence is from the east side, from Data Processing, Building 11.
- Building 12 – Landis Auditorium
  - Point of presence is on the southeast side.
  - While there are no security system devices located in this building, an antenna for the RCCD two-way radio system is located on top of this building.
- Building 15 – Huntley Gymnasium
  - Point of presence is on the south side.
- Building 16 – Main Warehouse
  - Point of presence is on the east side.
- Building 18 – Cosmetology
  - There are two points of presence, both on the west side, one centrally located and one toward the southern end of the building.
- Building 19- Cutter Pool
  - Point of presence is on the west side.
- Building 23 – Planetarium
  - Point of presence is on the northwest side.
- Building 25– Warehouse Annex B
  - Point of presence is on the east side.
- Building 26 – Ceramics Sculpture
  - Point of presence is on the northeast side from the Art Building #14.
- Building 27 – Athletics Center
  - There is no point of presence identified for this modular building.
- Building 29 – Portable 3
  - There is no point of presence identified for this modular building.
- Building 30 – Automotive Technology
  - Point of presence is on the northeast corner.
- Building 33 – Greenhouse
  - There is no point of presence identified.
Security Infrastructure Study Riverside Campus

- Building 35 – Music Hall Point of presence is on the southeastern side.
- Building 36 – Pilates Point of presence is on the eastern side.
- Building 132 – Alumni House Point of presence is on the northwest corner.

All recommendations for this campus have been consolidated into a section entitled Recommendations.

Many thanks are extended to all who have provided input and information for this study, with special gratitude toward the RCCD Police Officers and Facilities personnel who escorted us around the campus to open doors and show us the locations of the various devices.
Recommendations

These recommendations are based on the approved Security Master Plan and initiatives that were observed as ongoing while the fieldwork for this study was being conducted. There are several recommendations relating to conditions that are not currently within the existing infrastructure, but will provide the RCCD with tools for addressing security issues in the future.

District-wide Infrastructure

1. Based on the existence of a WiFi infrastructure on this campus, it would be useful if access rights were provided to the RCCD Police Department to allow officers to view security camera signals from their patrol vehicles for assessments during crisis incidents.

2. Extend the current network infrastructure to all campus buildings.

3. Add standards for electrified locking hardware to the list of standard hardware to ensure consistency throughout the District.

4. Provide equipment that will allow the campus to control access to each building and allow the Administration to lock down a building or a group of buildings remotely.

5. Provide equipment and information that will allow the campus to alert personnel, both staff and students, and provide direction for identified dangers. Systems are available to provide such information via telephone, cell phone, text messages, emails, the internet, and site displays or voice enunciators.

6. Verify that, as each building is renovated or constructed, there is good quality documentation of the locations and communication paths for security devices and control equipment installed. Even if a specific department funds additional equipment for installation, that effort should be coordinated with other systems on campus and fully documented and integrated.
Lighting

7. Separate trees and lighting standards. In many instances, high contrast areas are created because trees block the light. The shadows create deep dark areas, even when lighting is provided nearby. While this study was being conducted, there were projects being implemented on the Riverside Campus, specifically Lots B and J, where these principles were being executed with successful results.

8. Replace burned out bulbs and repair broken light standards to maintain an even ambient lighting condition. Lots A, B, and the Plaza were darker than recommended, while Lot C and the ECEC parking area had some areas that were lighted more brightly than recommended by industry standards.

9. Motion detectors should be used to minimize lighting requirements, while providing light when needed. These devices can be placed at the entry points to parking lots, near ticket dispensers, and on the lighting standards to trigger activation of the light or, if there is a minimal illumination provided constantly, these devices can trigger greater illumination on demand.

10. Adjust light output levels to create an even illumination throughout parking or walking areas. The District has been replacing some of its parking lot lights with newer technology fixtures. This may be required to achieve the desired result in some locations. If even ambient lighting within the recommended range cannot be achieved with the existing light standard locations, augment the frequency of the light standards.

Communications

11. Any locations where radio or cell coverage is inadequate, antennas should be installed to provide uniform coverage throughout the campus.
12. There has been investigation within the RCCD Police Department relative to the potential of joining Riverside County’s radio system or shifting to a cell phone based communication approach. The first approach has benefits from many perspectives and would facilitate the Mutual Aid Understanding (MAU) agreements between first responder agencies in the area. However, if this is done, it is important to acquire sufficient channels to continue with private conversations between RCCD Facilities personnel and within the RCCD Police response personnel for routine activities and coordination within RCCD’s normal course of business. The cell phone approach also has advantages over the current radio system.

13. Any communication system should be District-wide and:
   a. Provide confidentiality for RCCD Police actions.
   b. Allow multiple users to participate in a conference mode.
   c. Allow multiple conversations or sessions simultaneously without interference.
   d. Allow coverage throughout the District.
   e. Minimize frequency licensing requirements.

Emergency Phones

14. Conduct an awareness program, so that students and faculty understand what happens when an emergency phone is utilized. During the survey, the most frequent questions asked by the District’s population were why no one answered when the emergency phone was used. Generally these were emergency phones that were not yet activated, but the reception to having them seemed to be very positive.

15. Install emergency telephones at each pick-up/drop-off area where someone might be waiting for an extended period of time.

16. Add security cameras to the areas where emergency telephones are located, to assist the RCCD Police Department when responding to a call from a unit.
Security for Buildings and Site

17. In many instances the alarm systems that have been installed within the various buildings are managed by individual departments. The result has been either no monitoring or monitoring by various outside central stations. Alarm response, if there is any, by outside agencies occurs without the knowledge of the RCCD Police Department. This holds an implicit liability for the District. All alarms should transmit directly to the RCCD Police Dispatch Center.

a. The best of all possible worlds would be to replace all of these alarm systems with a standardized access control and alarm system (ACAMS). That process is being started through the Proof-of-Concept design that was prepared for the Moreno and Norco ECEC and is an expansion of the system currently installed at March Education Center, which will create a basis for additional connections into a unified system. That system will be monitored and administered by the RCCD Police Department. The Riverside Early Childhood Studies facility should have security measures similar to that being applied at Norco and Moreno Campuses.

b. If it is not feasible to replace all of the alarm systems immediately, the existing units should be re-programmed to dial the RCCD Police Dispatch, rather than a commercial central station. Any detectors that are broken should be repaired or removed. Points that do not work are a liability to the District. Any panels that are not currently functional should be removed or replaced – either with a new panel or with the ACAMS panel mentioned above.

c. Because of the identification of a need for security by various department heads and the separation of budgets, there are several buildings that have ended up with multiple alarm systems, and at times the associated monitoring costs. Since alarm, as well as access control and alarm systems, all provide for multiple zones, it should be a rare instance where any single building would warrant having more than one alarm system. Individual departments can control the zones to their department without having to have a completely separate system.
d. At a minimum, the RCCD Police Officers should have access either via access control cards or keys to all building within the District. This can be achieved through prudent use of key control planning to minimize the number of keys issued and by expanding to access control to allow greater flexibility and easier processes for maintaining control.

18. All security panels and network video recorders should be located near a network distribution panel or a network drop to facilitate connectivity. There were several buildings that did not have connectivity when this study was performed. All buildings that are to be secured should have network connectivity, so that the signals can be transmitted to the RCCD Police Department over the RCCD network or telephone system.

19. The closed circuit video (CCTV) systems that have been installed have also been purchased and managed by individual departments. These camera systems are locally recorded. It is recommended that all video system utilize the same type of digital video recorder and be connected to RCCD’s network, so that the RCCD Police Dispatch monitoring center can view the cameras remotely. They should also be interfaced, wherever possible, with the ACAMS, so that cameras that view an area that is also alarmed can be automatically activated for viewing at the Dispatch Center and the recording marked, should the alarm occur. Having a unified video system will facilitate the availability of the video signal for potential WiFi access by the RCCD Police Patrol units for assessment and response. It also limits licensing fees and removes the requirement for the RCCD Dispatch Center to load multiple versions of video viewing software on the same computer, since each manufacturer has proprietary viewing software.
20. Areas where cash is handled is typically a high risk point. It is recommended that security cameras be installed wherever cash is transacted on a campus.
   a. It is recognized that this type of location is sometimes leased by a vendor. When this occurs, the vendor should either provide video with recordation or subscribe for a fee for RCCD video surveillance based on a duress signal and recording of activities during the hours of operation. The primary concern is robbery, rather than the after-hours theft of the funds. In most cases, an alarm system is already in place, indicating that the protection from theft has been addressed. The preference should be for the vendor to subscribe to the RCCD system, since that is the most reliable way for the RCCD Police Department to know what is happening on campus.

21. All purchases of security equipment should be processed through the RCCD Police and District Facilities Planning and Development Departments, whether funded by an individual department or capital project. This will ensure consistency of systems and application. It is critical that all alarms be monitored by the RCCD Police Department and that there is consistency for communication compatibility, programming conventions, locking hardware, and maintenance.

22. Garages, or portions of garages, should be able to be secured at will. This means that entry/exit points should have electronic means for closing and locking, such as rolling grilles (vertically or horizontally) that can be controlled via card readers, card readers on the primary pedestrian access points, no pulls on the emergency exit only doors, and wire mesh on the accessible openings along the sides. Even if only a portion is secured, it provides a safe location to park for persons working late or leaving events during the hours of darkness. Having control of parking structures also provides an opportunity for having fee based parking for special events.
23. The emergency exits in the garage are configured to prevent entry onto a floor, however the railing structure is so low there was evidence that persons simply climb over. In the section provided for the garage, a picture shows the shoe prints left when someone climbed over the railing. If the garage were secured from the perimeter this tactic would not be necessary, but if this approach is desired, then the railing and gate should extend to the ceiling to prevent persons from climbing over. In addition, the gate must be configured so that someone cannot open the gate by reaching in or using a tool, like a coat hanger, to trigger the door release.
District-wide Infrastructure

There are some elements of the infrastructure that are part of the overall Riverside Community College District infrastructure. These elements include the RCCD network for data and telecommunications and the standards for door hardware.

RCCD Data/Telecom Network

There are two aspects of the RCCD Network that impact security. One is the data network which can provide District-wide data communication to facilitate the gathering of information for alarms, video, and access control. When alarm panels, access control and alarm panels, or digital video network recorders are used, the information can be viewed at any authorized networked workstation. The other is the telephone network, which provides voice communication for the emergency phones, the two-way radio system beyond the immediate campus environment, and regular telephone communication for direct communication and alerts.

On each of the building plans the “point of presence” for the RCCD network connectivity to the building is shown. Cable pathways between the buildings was documented by P2S as part of the Site Telecommunications infrastructure documentation.

Locking Door Hardware

A copy of the standard criteria for non-electrified locking hardware on doors that was created by the Riverside Campus locksmith is attached on the next page. Keys are distributed based on the requirements for access by each campus.
DOOR LEVERS

SCHLAGE HARDWARE*
PASSENGE (NON-LOCKING) .......................................................... AL-10-626
ENTRANCE (T-TURN ON INSIDE, KEYED ON THE OUTSIDE) - AL-53-PD-626
STOREROOM (ALWAYS LOCKED) .................................................. AL-80-PD-626
CLASSROOM (KEYED ON INSIDE & OUTSIDE) .............................. AL-70-PD-626

CASE LOCKS

ENTRANCE .................................................................................. L9453-626
CLASSROOM .............................................................................. L9457-626
STOREROOM .............................................................................. L9465-626

PANIC HARDWARE* *

ALL PANIC HARDWARE SHOULD BE VON DUPRIN 99 SERIES
ALL OUTSIDE TRIM SHOULD BE 994L-R+V-US26D AND HANDING
OF DOOR NEEDS TO BE DETERMINED BEFORE ORDERING

DOOR CLOSER:

CORBIN DC6210-689

- ALL CYL SHOULD BE CORBIN 59A1
- NO I.C. CORES

CABINET LOCKS ARE ALL CORBIN DESK LOCKS, THE SIZE WILL BE
DETERMINED BY DOOR THICKNESS
Security Infrastructure Study

Site Lighting Survey

Security industry standards for parking lot lighting for parking areas vary between 0.5 foot-candles (f/c) and 2.0 f/c, ambient lighting as measured at 4-feet above ground. Areas that require closer to 10.0 f/c are at doorways, near ticket dispensers, and emergency telephones.

The goal is to have even illumination, minimizing high contrast or dark shadows that provides a person with a reasonable level of lighting to feel safe and perform expected actions. Expected actions include unlocking a vehicle, obtaining a parking permit, and activating the emergency telephone. Students and faculty using the parking lot and walkways should feel like they can see well enough to identify the location of other persons who may be in their vicinity.

Following this description is a plan view of the campus. This plan shows the measured light levels at the various locations and the colored dot around the point measured provides a visual representation of the variation in lighting. The points with no colored dot are within the acceptable light range, based on the industry standards. The purple dots represent areas where the light level is too low and the green dots represent areas where the light level is brighter than it needs to be. The result of having many bright and dark areas is that deep shadows are created, causing temporary blindness to potential hazards or threats.

The light survey was conducted on a moonless night with a foot-candle (f/c) light meter. The readings on the meter are noted in each area where readings were taken. They are shown down to 0.1 foot-candle of measured light.
Some of the parking lots, like Lots B, had some readings within the industry standards. This was primarily during the second measuring session, after the new lights had been installed. Others were uncomfortably dark, like Lot Q. Where individual areas had high contrasts of lighting, shadows were caused, creating night blindness situations. Some of the lights were too dim, not functioning, or too separated to provide even lighting. There was generally higher illumination along the walkways between the buildings and well-traveled areas.

Between the beginning and the end of this study, a separate initiative to replace light standards and luminary type was launched. The areas were new standards were installed had a significant improvement in ambient lighting. The areas that were impacted by this initiative were Lot B, Lot J, and the small parking area between Police Dispatch and Technology B. The two study’s measurements are shown on the plan Campus Lighting Survey, with the newer measurements in blue and the earlier measurements in black. All of the measurements below industry standards occurred during the earlier recordings. This is a credit to the RCCD Facilities Department who created the criteria for the new lights.

- Lots A and B were similar with lighting measured at the lower edge of industry standard levels. Toward the end of our study, Lot B was retrofitted with new light standards and luminaries. We re-measured this lot after the new standards were installed, which showed better ambient light and more measurements were toward the higher level of industry guidelines. In addition to the changing of the lights, trees were removed and the lights were placed away from trees to minimize shadows.
Lot C was reasonably illuminated with levels between 1.0 and 2.0 foot-candles.

Two areas of Parking Lot D were tested. The SW corner near the emergency phone registered 0.25 f/c. The NE of the lot measured 0.15 f/c, both were below the level recommended.

Lot E and the turnaround between Automotive Technology and Technology A are all inadequately illuminated, with readings between 0.15 and 0.3 f/c. The light level near the emergency phone at the south end of Technology A (Building #6) registered at 0.3 f/c and the reading near the northeastern emergency phone measured 0.35 f/c. At the southwest corner of Building 6 registered 0.5 f/c and the northwest corner registered 0.3 f/c.

The center of Lot F registered 0.1 f/c, with the section within the “U” of Technology A reading 0.35 f/c.

Two areas of Parking Lot G were tested. The center of the lot measured 0.7 f/c and the north end of the lot registered 0.3 f/c. The first reading was within the recommended level.

No readings were taken in Lot H, but the walkway and parking area behind the adjacent Warehouse (Buildings #16 and #25) was measured at 0.2 f/c. Similarly, the main entry to Huntley Gym, Building #15, measured at 0.15 f/c.

Lot I is a small parking area located across Magnolia Avenue from the new parking structure. There is no lighting for this lot, although a street light on Magnolia Avenue is immediately south of this lot. The Sports Complex that is accessed off of this lot is gated closed at night.
• Parking Lot J near Police Dispatch registered 0.3 f/c before the new lights were installed. With the new lights, the north end of the lot measured 0.8 f/c and the section closer to the Police Dispatch building measured 1.6 f/c. On the other side of Police Dispatch a small lot servicing Technology B and the Police parking area measured 0.3 f/c before the new lights and 2.6 f/c after. This is a significant improvement for an area with stairs, an elevator, a steep terrain, and 24-hour activity.

• Two areas of Lot L were tested. The center of the lot registered 0.5 f/c and the north end near the roadway used to exit the area measured 5.0 f/c near the emergency phone.

• Lot M near Child Development, Lot N across Olivewood Avenue, and Lot O behind the Maintenance Shop were not measured, but had little or no measurable lighting.

• The center of Lot P, just south of the Maintenance Shop, was measured at 0.05 f/c. This lot had more lighting than Lots M, N, and O.

• Parking Lot Q near an inoperative help phone registered at 0.1 f/c. This critical situation was being addressed while we were doing our study and corrective measures were scheduled.

• Lot R is between the Stadium and the Lovekin modular complex. This area was not measured, but had similar characteristics to the original
measurements for Lot J, which were below the recommended levels.

- Lot U, a student parking area across Olivewood Avenue from the main campus, and Lot V on the east side of Lot L north of the tennis courts were observed to have insufficient lighting to measure.
- Lots Y is on the north side of the soccer field and Lot Z is staff parking for Wheelock Gym (Building #3) and the Art Building #14. These lots were also too dark to measure.
- The interior of the New Parking Structure averaged 10.5 f/c on each level. This is greater than the industry standards. Parking structure lighting is not intuitive, because lighting is needed to mitigate the difference between the structure and the exterior conditions. Thus, there is more light required at the entry points during the hours of daylight and less at night to allow driver’s eyes to adjust more quickly to the changing conditions. Throughout the structure, away from the entry/exits, normal ambient lighting between 0.5 and 2.0 f/c is sufficient.
Site Communication Coverage

Cellular Telephone Coverage

Cell phone coverage around the campus is generally good. Cellular coverage is based on regional coverage and is extended by the locations of the cell towers provided by the cellular provider. Most cellular companies have nationwide service capability. It was the intent of this study to obtain support services from the current radio supplier to provide professional signal measurements. This service was not available, so the data collected and presented is based on the projected radius of coverage, known hazards to radio transmissions, and feedback from RCCD Police Officers.

- Buildings with cement walls tend to reduce the coverage within them and screen coverage from remote antennas. The structure around elevators creates a screen for the sound waves. Thus, there are some areas with reduced coverage caused by building structures on site.
- Individual cellular service provider’s equipment can cause more or less coverage in any particular location, because the location and direction of the cellular company’s regional cell towers can create blind spots. The signals can be enhanced within buildings by providing signal enhancers. However there are presently no signal enhancers for cellular service within the buildings on this campus.
Two-way Radio Communication

The RCCD Police Department Dispatch Center, Building #28, is the base location for the District’s two-way radio system and is the primary base station for this campus. The system is manufactured by Motorola and is supported through Bearcom’s office in Riverside. There are four antennas mounted on top of the Dispatch Center to generate a strong enough signal to meet the needs of the campus. An antenna is also mounted on the top of Landis Auditorium to extend the line-of-sight range for this campus. It is believed that there had been an antenna on the Quad, but that structure was being renovated at the time of this study and any antenna that had been there was gone. The system currently has two frequencies, with one used by the RCCD Police Department for police activity and the other used by both the RCCD Police and Facilities Department to address maintenance issues and coordination of access.

Since the RCCD Police Dispatch Center is the primary monitoring point for all radio communication for the District, signals from Moreno and Norco Campuses are transmitted to the base station via the RCCD telephone system. There is also a receiver unit from Rubidoux located in the Dispatch Center.

The coverage area is shown on the site map Radio Coverage. Based on information provided by Bearcom, the two-way radio service provider, the radio coverage is 0.5 miles “line-of-sight” from the base station and each antenna location.
Transmission is not precisely limited to line-of-sight, because reflections will allow some coverage in areas sheltered by buildings. However, the coverage on the opposite side of buildings from the antenna, especially those constructed of concrete, and inside those same buildings, will be reduced. The amount of reduction depends on several factors, such as whether there is a hillside or other buildings from which the signal can reflect and how many layers of structure are between a handheld unit, the base station, and an antenna.

Some frustration concerning the reliability of signal availability has been noted during conversations with the RCCD Police Department Officers.
Emergency Phones

Emergency phones, with blue lights to allow easy location identification, have been installed in parking lots and around the site at 41 strategic locations. Products from two manufacturers, Gaitronics and Trigon, are utilized for this purpose. Both types of units send an audio signal to RCCD’s Police Dispatch Center via a RCCD network telecom connection.

The 41 emergency phones identified during the site visits are at the following locations:

- Parking Lot A has one emergency phone in the middle of the East portion of the lot.
- Parking Lot B has two emergency phones, one centrally located in the lot and one pedestal mount at the NE corner of the lot.
- Parking Lot C has one emergency phone located directly south of Administration Building #17.
- Parking Lot E has one pedestal mount emergency phone located at the southwestern corner of the lot.
- Parking Lot J has one emergency phone located at the bottom of the path northwest of Financial Aid.
- Parking Lot L has three emergency phones. One to the east, one to the north near the main exit road, and one to the west near the curve on Sanders Street.
- Parking Lot N has one emergency phone.
- Parking Lot Q has one pedestal mounted emergency phone that was inoperative at the time of the study.
- Evans Field has one pedestal mount emergency phone at the front of the Nate De Francisco Field Building.
- Facility 2 – Stadium has one pedestal mount emergency phone near the road at the northwest of the facility.
• Building 6 – Technology “A” has two emergency phones, on at the southwest end of the building and the other is in the northeast corner of the building’s parking lot.
• Building 10 – Admissions has one pedestal mount emergency phone near the southeast entrance.
• Building 12 – Landis Auditorium has one pedestal mount emergency phone on the northeast corner of the building.
• Building 24 – Student Center has one emergency phone at the east side of the building.
• Building 26 – Ceramics has one emergency phone to the north of the building.
• Building 31 – Child Development has one emergency phone near the main entrance.
• Building 37 – Digital Library has two emergency phones. Both are located on the ground level in the breezeway between the East and West Wings. One is next to the Auditorium on the southwest side and the other is located toward the northeast end near the elevator and stairs to the Library.
• The new portables to the North of Parking Lot G have a total of 5 emergency phones located within the interior perimeter of the units.
• The New Parking Structure has a total of 14 emergency phones. One at each stair on each floor.
Building Alarm and Camera Systems

Building 3 – Wheelock Gym

This building has a Lower Level, a Main Level, and an Upper Level.

Lower Level:
The Lower Level Storage Room #06 has been converted into an office and has a door contact on the access door, although the end-of-line resistor was missing at this door. The keypad for the alarm system is located near the door inside Room #06.

Main Level:
There were no functional security devices identified on this floor, although wireless duress buttons had been formerly installed in the Women’s Locker Room. These had all been violently ripped out, with the remnants left hanging.

Upper Level:
A DSC PC1550 security panel is located in Room #257 (not clearly shown on the floor plan) and it is programmed from the computer workstation in Room #06 on the Lower Level. There is also a wireless receiver attached to this panel, presumably the receiver for the former panic devices from the Women’s Locker Room. A siren is also mounted on the southwest wall of the Gymnasium Floor, Room #200, at a height even with this level. No security detection devices were located on this level.

Cameras:
There are currently no security cameras in this building.
Network Connectivity:
The point of presence for the RCCD data and telecom network is located on the south corner and is landed in the mechanical section of Storage Room #06.
Security Infrastructure Study

Building Alarm and Camera Systems

Building 6 – Technology ‘A’

This is a single story building. There is an Ademco security panel located in Corridor #100 just outside the entry door to Vestibule #123 leading to the Office #130. The security points controlled by this panel are:

- A keypad mounted on the door of the panel, used to arm and disarm:
  - A wall mounted motion detector located in Room #131 above the door into Room A.
  - The door from Corridor #100 into Room #131 is alarmed.

- An alarm keypad is located just inside the southwestern door to Office #101.
  - The southwest door to Office #101 from Corridor #100 is alarmed.
  - The northwest door to Office #101 to Corridor #100 is alarmed.
  - There are three wall mounted motion detectors (PIRs) located on the north, south, and west walls of Office #101.

- A keypad is located inside Room #127, just inside the door from Corridor #100 on the east side. The list on this key pad indicates a zone including:
  - The double door from the south end of Corridor #100 into Room #127 that is alarmed and serves as the entry point to Room #127.
  - The door leading to Room #129 is alarmed.
  - The door leading to Room #128 is alarmed.
  - A ceiling mounted motion detector (PIR) is in the center of Room #127.
  - The double door at the west end of Room #127 is alarmed.
During an earlier study an alarm panel was identified as being located in Room #121. This was not verifiable during the site walk, because of access to that room. However, all of the keypads appear to indicate the same alarm contact, to either the panel was moved between the two visits or the original information was incorrect.

Cameras:
There are currently no security cameras in this building.

Network Connectivity:
There two points of presence for the RCCD data and telecom network for this building. One is at the south side, landing in Room 133A and the other is in the Attic above Room #132.
Building Alarm and Camera Systems

Building 7 – Technology ‘B’

This is a three-story building comprised of a partial basement and a first and partial second floor. The RCCD Chief of Police and the Police Administrative offices occupy part of the Second Floor.

There is an exterior elevator associated with this building. It is located next to a stairway on the northwest side and provides access to the Second Floor of this building and the bridge to the top of the hill that emerges between the Student Center Building #14 and Data Processing Building #11. Several years ago there was an incident where a student was raped in the dark area behind this elevator and stairway. This particular spot is still poorly lit and has no security camera.

Basement:
There are no security points on this floor.

First Floor:
A DSC security panel with a keypad directly below is located in Room #122 on the northeast corner wall. It controls the following security devices:

- Alarmed entry door to Room #122 on the north side.
- Exit door from Room #123 on the north side.
- Ceiling mounted motion detector (PIR) in Room #122
- Wall mounted motion detector (PIR) in the northeast corner of Room #123, near the alarmed door.
- The alarm keypad is located in Room #122, near the entry door.
A second security panel, of indiscernible manufacture, is located in Closet #120W.

- Northeast entry door to Room #120.
- A ceiling mounted motion detector (PIR).
- An alarm keypad is located near the entry door, below the panel.
- Security panel in Room #122:

Second Floor:
There are no security points on this floor.

Cameras:
There are currently no security cameras in or near this building.

Network Connectivity:
There two points of presence for the RCCD data and telecom network enters the building: One on the northwest side in Room #102 and on the south side in Room #125.
Building Alarm and Camera Systems

Building 9 – Campus Police/Safety

The Campus Police/Safety Office is housed in a modular building. The office has an alarm panel with a door contact on the front door and a motion detector (PIR) in the Northwest Office, which is used by the Sergeant. A keypad is mounted on the inside wall next to the door on the west side. The keypad was previously used at a different location and the zoning information has not been updated on the list located inside the cover of the keypad.

A switch by the front door mounted to the exterior of the building actuates a sounder to notify the occupants that entry is requested. A door release button is mounted underneath the main counter to remotely unlock the door.

Cameras:
There are currently no security cameras in this building.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located on the east side and is located in a box in the conference room.
Building Alarm and Camera Systems

Building 11 – Data Processing

This building has a Main Floor and a Pit and is located adjacent to the Admissions Building. A DSC PC1550 security panel is located in Room #123, which controls the security devices on the east portion of the building only.

Main Floor:
The alarm points identified for the eastern side of the building are:

- Alarmed door at the southeast entry point for Room #110.
- Alarm keypad located on western interior wall of Room #110, immediately inside of southeast entry point.
- Motion detector (PIR) mounted on the wall in Room #120 on the west wall near Office #119.
- Motion detector (PIR) mounted on ceiling in Computer Room #125
- Motion detector (PIR) mounted on wall in northwest corner of Computer Room #125.
- Alarmed door on south side of Computer Room #125 from Room #110.
- Alarmed Door on south side between Computer Room #125 and Room #120, with a biometric fingerprint reader and a cipher keypad controlling an electrified mortise lockset to control access through this door.
- Alarmed double door on the northeast side of the Computer Room #125 accessing the ramp from Room #122.
- Alarmed exterior door to Room #122. This is used as a delivery door and also has a local noise siren on it.
- Alarmed emergency exit in the southwest corner of Room #112.
Door to Computer Rm. #125, Cypher Lock and Fingerprint Reader Shown

Wall Mount PIR in Rm. #120

Ceiling Mount PIR in Comp. Rm. #125

Corner Mount PIR in Comp. Rm. #125

Security Infrastructure Study

Riverside Campus

- Alarmed emergency exit from the hallway associated with Room #111 to the northeast section of Room #100.

The West portion of the building has a security panel, which did not have any identifying manufacture, located on the West wall of Room #101. This portion of the building incorporates rooms #100, #101, and #103, the restrooms, and mechanical/electrical closets. The points controlled by this panel include:

- The north entry, which is an automatic sliding door, is alarmed. This door enters Room #100.
- The south entry, which is an automatic sliding door, is alarmed. This door enters Room #100.
- The northwest door from Room #100 to Room #101 is alarmed.
- The keypad is mounted on the northwest wall of Room #100 near the doors to Room #101 and the sliding door.

Cameras:
There are currently no security cameras in this building.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located on the north leading into the Computer Room #125.
Building Alarm and Camera Systems

Building 13 – Music

This is a single story building located behind the Music Hall and Landis Auditorium.

A DSC security panel is located in Room #101. The alarm points controlled by this panel only affect Room #101:

- Alarm contact on the eastern perimeter door.
- Alarm contact on the western perimeter door.
- Wall mounted motion detector (PIR) in the northeastern corner of Room #101.
- Keypad on the wall just inside the western door.

The alarm contacts are mounted in an unusual fashion because they are located next to the hinge side instead of the latch side of the door.

Cameras:

There are currently no security cameras in this building.

Network Connectivity:

The point of presence for the RCCD data and telecom network is located in Room #30A. The P2S Telecom Campus Fiber Plan lists the Room as #103A, but this room is not listed on the floor plan.
Alarm contact on eastern door.
Security Infrastructure Study

Riverside Campus

Building Alarm and Camera Systems

Building 14 – Art

This is a two-story building built half way up the side of the hillside between Wheelock Gym and the Quadrangle.

First Floor:
There are no security points on this level.

Second Floor:
The second floor has a couple of spaces that are protected. There are two security panels on this floor. The first is a DSC PC1550 security panel is located in Room #200. This panel has an associated dialer next to it, which would indicate that there is a monitoring contract. At the time of this study the panel indicated a low battery and an AC Power Failure to the phone line, which would indicate that it was essentially inoperable from a reporting standpoint. It is unclear whether the District is paying for monitoring, with no value received, or not. It is SBD’s understanding that the RCCD Police Department has been successful in getting all of the outside monitoring contracts on a month-to-month basis, rather than on an automatic annual renewal. Thus, if this panel is being “monitored” that contract can be cancelled since the system is not being maintained. This panel controls:

- The alarm keypad is located near the north door.
  - An alarmed single leaf door on the north side of Room #200.
  - An alarmed single leaf door on the east side of Room #200.
  - A duress button that is located under the work surface of the desk in Room #200.
The second panel is an Ademco 205E panel located in Office #201A. Each of the points controlled by this panel are home-run directly to the panel. They are:

- A keypad located just inside the door to Room #210A, on the north wall controlling:
  - A corner mounted motion detector (PIR) in the northwest corner.
  - A duress button located under the working surface of the desk in the room.

Cameras:
There are currently no security cameras in this building.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located on the south side with the landing in Room #150.
Security Infrastructure Study

Building Alarm and Camera Systems

Building 17 – Administration

This is a long single story building, with an east and a west wing. The eastern wing houses most of the Administrative office and the western wing has a combination of classrooms and the Board Room.

A Radionics 7412G security panel is located in the east wing Mail Room #108. All alarm points for the east wing of the building are controlled from this panel. The points are:

The west wing alarm points are controlled from a second Radionics panel located in Room #127.

- There is an alarm keypad in the Hallway outside of the northern door leading into Room #126, to arm and disarm the alarming devices for the west wing. The points controlled from this keypad are:
  - An alarm single leaf door in the southeastern corner, Room #123, in the west wing.
  - An alarmed single leaf door to the southwestern corner, Room #124, in the west wing.
  - Two alarmed single leaf doors into Room #125 on the western side of the west wing.
  - Two alarmed single leaf doors on the western side leading into Room #126 in the west wing.
  - An alarmed single leaf door on the western side leading into Room #127 in the west wing.
  - An alarmed single leaf door in the northwest corner, Room #128, in the west wing.
The alarm keypad providing arming and disarming for the east wing is located in the entry vestibule on the north side of the east wing. It is on the south side of an east-west partition located in the entry vestibule. The points controlled from this keypad are:

- The exterior double leaf door on the southern side of Conference Room #109 is alarmed in the east wing.
- There is a wall mounted motion detector (PIR) located in the southeast corner of the large open office for the east wing, outside of Room #105.
- There are two ceiling mounted motion detections (PIRs) located in Room #104 in the east wing.
- There is a wall mounted motion detector (PIR) in the open area immediately outside of Room #104 in the east wing.
- The single leaf exterior door from the President’s Office Room #103 is alarmed in the east wing.
- The single leaf door on the east side of the President’s Office is alarmed in the east wing.
- A wall mounted motion detector (PIR) is in southeast corner of the President’s Office in the east wing.
- A wall mounted motion detector (PIR) is in the open area just outside of Room #102 in the east wing.
- The double leaf main entry door on the north side of the east wing is alarmed. This door has an entry/exit delay associated with these alarm contacts to allow personnel to arm and disarm the east wing alarm system.
A wall mounted motion detector (PIR) is located in the northwest corner of Room #112 in the east wing.

A ceiling mounted motion detector (PIR) is located in the southern end of Room #110 in the east wing.

An alarmed exterior double door leads into Room #110 on the south side of the east wing.

Cameras:
There is one security camera mounted on the south side of the partition located at the north entrance to the east wing. This camera is positioned to view the open office area to the south of the camera. There was no evidence of any recording device.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located in Room #M31 in the west wing.
Building Alarm and Camera Systems

Building 20 – Life Science

This is a two-story building, plus a portable storage unit.

First Floor:
The first floor is not alarmed.

Second Floor:
A Radionics 7412 Security Panel is located in Room #206 on the northeast wall. This panel controls the following alarm points:

- The keypad is located on the wall to the right of the panel to control the zone for Room #206.
- Alarmed door on the north side of Room #206.
- A wall mount motion detector (PIR) in the southeast corner of Room #206.
- A duress button was observed by the desk in the first office on the west side of Corridor #203, designated on the plan as Office S. Our escort explained that this is typical and that there are duress buttons at the desks in each of the offices off of this corridor. This would make a total of 13 duress buttons located in Offices A, B, C, D, E, F, G, H, J, N, P, R, and S. It is assumed that these points are always active, so are not part of a zone controlled by a keypad.
A Radionics 7412G Security Panel is located in the closet to the southeast side of the lecture hall Room #208. This panel controls the remainder of the alarmed points on this floor.

- An alarm keypad is located at the northeast Door to Room #208, which controls the alarm zone for Room #208.
  - The south single leaf door to Room #208 is alarmed.
  - The northwest single leaf door to Room #208 is alarmed.
  - The northeast single leaf door between Room #208 and Room #209 is alarmed.

- A second alarm keypad is located in Room #201, near the door between Room #209 and Room #201. The zone controlled by this keypad includes:
  - The alarmed single leaf door on the southwest side of Room #201.
  - The alarmed single door on the southeast side of Room #201.
  - The two motion detectors (PIRs) located on the east and west sides of Room #201.
  - The alarmed door on the northeastern side of Room #201 between Room #202A and Room #201.
  - The alarmed door on the north side of Room #210 between Room #209 and Room #201. This door would be associated with an entry/exit delay to provide time to disarm the alarm when entering Room #201 from Room #209. This is the primary entrance to Room #201.
High value model requiring security measures to prevent theft.

Cameras:
There are currently no security cameras in this building.

Network Connectivity:
The point of presence for the RCCD data and telecom network for this building is on the south side in Room #203.

Portable:
There is an alarmed door, a keypad mounted sideways on the outside of the storage room, and a motion detector inside the storage area where training equipment is stored for the Nursing Program.

Door Contact in storage room.

Motion detector in storage room.
Building Alarm and Camera Systems

Building 21 – MLK High Technology Center

This is a three-story building, which houses the primary Data Center for the District, in addition to classrooms and labs for computer related studies.

First Floor:
A DSC PC1550 Security Panel with keypad is located in Electrical Room #130 on the south wall on the first floor. This panel controls the alarm system for the entire building.

The alarm points for the first floor are:
- The alarm keypad for arming and disarming the zone in Electrical Room #130 is located on the south wall of the Electrical Room.
- A wall mounted motion detector (PIR) located in the northwest corner of the Electrical Room #130. This motion sensor is associated with an entry/exit delay to provide time for the alarm zone to be armed and disarmed.
- Two leak detectors (Water Bugs) along the west side in Electrical Room #130.
- Two high temperature sensors located on the west and east sides of Electrical Room #130.
- The alarm keypad in Foyer #125 provides arming and disarming capability from the west entry point for the main portion of the building.
- The alarmed double door (#04) leading into Foyer #125 has an entry/exit delay to provide time for a person to utilized the keypad in Foyer #125.
An alarmed emergency egress double leaf Door #108 leading from inside the building to Vestibule #V03 and Stair 3 on the north side of the building.

A wall mounted motion detector (PIR) is in the northeast corner of the WRC Computer Lab #124 just inside emergency exit Door (#108).

A wall mounted motion detector (PIR) is in the northeastern corner of the Language Computer Lab #118.

A wall mounted motion detector (PIR) is on western wall of Corridor #101, near the double leaf Door #102.

There is an alarm keypad located on the north wall of Corridor #101 by Door #01 for arming and disarming the building from the eastern side.

The alarmed automatic sliding Door (#01) leading into Corridor #101 from the eastern side is programmed to have an entry/exit delay to provide time to utilize the keypad that is located just inside this door.

Second Floor:

An alarm keypad is located on the south wall of Vestibule #201 to allow arming and disarming of the building alarms from this second story entry door.

An alarmed exterior automatic sliding Door (#11) to Vestibule #201.

An alarmed exterior double leaf Door (#10) to Vestibule #201.

A wall mounted motion detector (PIR) is in the southwest corner of the Operating Systems Lab #226.

A wall mounted motion detector (PIR) is in the northeast corner of the Instructional Computer Lab #1 Rm. #219, near door #207.

An alarmed emergency egress Door (#207) leads to Vestibule #V03 and Stair #3.
A wall mounted motion detector (PIR) is in the northeast corner of Hall #211, outside the District File Server Data Area Door #210.

An alarm keypad for the zone protecting the District File Server Data Area is located on the southwest wall of Hall #211 near Door #210.

Door #210 to the District File Server Data Area #214 is alarmed and also has a standalone Biometric Reader with an electrified door lock to restrict access to this room.

A wall mounted motion detector (PIR) is located in the northeast corner of Room #214.

Emergency egress Door #13 from Room #214 is alarmed.

Door #212 between CIS Storage Rm. #207 to Room #214 is alarmed.

A wall mounted motion detector (PIR) is above Door #212.

An alarm keypad is on west wall of Room #207, to allow arming and disarming of the zone for Room #214.

Third Floor:

A wall mounted motion detector (PIR) is located at the east end of Corridor #315 on the south wall by Door #319.

A wall mounted motion detector (PIR) is located at the west end of Corridor #315 on the north wall by Door #307.

Emergency egress Door #309 to Stair #2 and Vestibule #V02 is alarmed.
Cameras:
There are three First Floor cameras. The camera signals are brought to a rack located in Data Room #127 for signal transmission to the DVR located in Room #214.
- Exterior camera on Loading Dock viewing the western entry to the building, Door #04.
- Interior camera in Hall #132 on the southwest corner of the building. This camera is placed to view activity at the elevator vestibule #V01.
- Interior camera mounted on west wall of Corridor #101, viewing the eastern entry to the building.

There are three Second Floor cameras. A digital video recorder with a monitor is located in the northeast corner of Room #214. This unit captures and stores images from the cameras located in this building.
- Interior camera in the northeast corner of Vestibule #201, to view the activity in this second story entry vestibule.
- Interior camera in the southwest corner of Vestibule #201, to view activity in this second story entry vestibule.
- Interior camera on the north wall of Room #214.

There were no cameras found on the Third Floor.

Network Connectivity:
The RCCD Data Center is located in this building, which is the location of all of the servers for the District, the point of presence used to distribute the network around this building is in Data Room #214.
Building Alarm and Camera Systems

Building 22 – Physical Science

This is a two-story building.

First Floor:
A DSC security panel is located in Room #102 on the South Wall. The alarm points located during the walkthrough are:

- The alarm keypad is located just outside the north entry door to Room #102. This keypad controls:
  - An alarmed door providing building access on the north side of Room #102.
  - There is a wall mounted motion detector (PIR) in the southwestern corner of Room #102.

Cameras:
No security cameras are presently in this building.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located on the east side and is landed in Room #110 on the east wall.
Building Alarm and Camera Systems

Building 24 – Student Center

This building is comprised of a lower level, a first floor and a second floor. The building is primarily accessed from the first level, because of the hillside and reference to the main portion of the campus.

Lower Level:
There is no security on this level.

First Floor:
There is no security on this level. The campus cafeteria is located on this floor. The service provider secures the food area when the operation is closed.

Second Floor:
A DMP Security Panel is located in back of the vault accessed to the west from the Cashier’s Room #202. The alarm points are located on the second floor only and are located at the following positions:

- West door to vestibule on the west side of the Room #202
- Alarm Keypad is located in the vestibule for the Cashier’s office.
- This vestibule also has a ceiling-mounted motion detection (PIR).
- The desk located in this vestibule has a duress button mounted under the desk surface.
- The Dutch door accessing the Cashier’s office Room #202 from Lobby #200 is alarmed, but only for the top portion. There is no astragal, so the two sections can be opened independently.
Wall Mount PIR (Typ.)

- There is a motion detector (PIR) located in the Cashier’s office Room #202.
- The door to the office on the south side of the Cashier’s office Room #202 is also alarmed.
- There are duress buttons mounted under the writing surface of both of the two desks located in the Cashier’s office Room #202.
- A portable Bosch security alarm is also available in the room.

Cameras:
There are currently no security cameras in this building. However, given the nature of this activity, it would be advisable for cameras to be added at least at the teller window.

Network Connectivity:
There are two points of presence for the RCCD data and telecom network is located on the southwest side and is located in the back of the Cashier’s vault off of Room #202 and on the east side in the Mechanical Room #M209 on the Second (Upper) Floor.

Ceiling Mount PIR (Typ.)

Desk Mounted Panic Button (Typ.)

Dutch Door to Room #202
Building Alarm and Camera Systems

Building 28 – Police Dispatch

This building houses the 24-hours, 7-days per week Police Dispatch Center and the Traffic Control Office that issues parking permits. It is not monitored by a security system, as the District’s security, communication, and police activity systems are monitored at this location. There is an intercom at the entry door on the west side of the building for communication with Dispatch when someone wishes to enter the Center. The door is then opened or remotely released from the inside, for all who do not have a key to the door.

The main and secondary Police Dispatch consoles are located on the desk on the eastern side of the Dispatch Office. A California Law Enforcement Telecommunications System (C.L.E.T.S.) terminal is located between the two dispatch consoles. Two phones, a radio console, and a Rubidoux radio are located at the main dispatch console. Voice communication is recorded on a Nice Voice Recorder that is located in the Equipment Room.

On the west side of Police Dispatch is the computer that provides software to monitor the security cameras and administer the access permissions for March Education Center, the fax machine, a standalone printer, and the Radionics 6500 computer which receives the signals from the fire alarm systems located in various buildings at Norco, Moreno, and Riverside Campuses.

A Supervisor’s office is located immediately to the left, after the entry vestibule to the Dispatch Center is entered.
An electrical room west of Police Dispatch contains a Faraday Fire Alarm Control Panel, two uninterrupted power supplies (UPS), the Nice voice recorder, the Motorola radio receivers, the radio charging station and spare radios, and is the location where the radio antennas and point of presence for data and telecom enter the building. This building is one of the few on Riverside Campus that have UPS units, because of the critical nature of the work that occurs here.

The Traffic Control and Parking Permit office is located on the eastern side of the building. There is a small vestibule accessed by walking up a short stairway that has a transaction counter for students to obtain a parking permit.

There are no security cameras in this building.

Network Connectivity:
The network point of presence for the RCCD data and telecom network is located in the mechanical room on the west side of this building.
Key Box and Fax Machine

Small UPS for C.L.E.T.S.

View of the Traffic Office

Rubidoux Radio Console
Security Infrastructure Study

Main UPS unit

Faraday F.A.C.P.

NICE Voice Recorder Server

Cable above the F.A.C.P.

Storage
Building Alarm and Camera Systems

Building 31 – Early Childhood Studies

The building is a single level facility for training persons to care for and instruct young children in an actual learning and care environment on the Riverside Campus.

The DSC PC3000 alarm panel provides perimeter and office space protection for the building. This panel is located in the main corridor near the door to room #1.

- Alarm keypad is on south w of the main office space, near the door to Office #16. It controls the following alarm points:
  - Alarmed main entry door on the south side of Office #14.
  - Wall mounted motion detector (PIR) in the southwest corner of Office #14.
  - Alarmed north door for Office #14.
  - Alarmed north door to playground from Room #1.
  - Alarmed north door to playground from Room #2
  - Alarmed north door to playground from Room #3
  - Alarmed north door to playground from Room #4 (There was a water damaged wall panel above this door that was preventing the alarm contact to close properly.)
  - Alarmed west corridor exit door on the north side.
  - Alarmed west corridor exit door on the south side.
  - Ceiling mounted motion detector (PIR) in the southern end of the west corridor.
  - Wall mounted motion detector (PIR) at the central intersection of the west and central corridors.
  - Alarmed east door to playground from Room #5
  - Alarmed east door to playground from shared Room #5 and #6 restroom.
• Alarmed east door to playground from Room #6.

Classroom

• Alarmed east door to playground from Room #7
• Alarmed east door to playground from shared Room #7 and #8 restroom
• Alarmed east door to playground from Room #8
• Alarmed south door from Adult Classroom #9 on west side.
• Alarmed south door from Adult Classroom #9 on east side.
• Alarmed door from kitchen access vestibule to parking lot on south side.
• Alarmed door to Mechanical Closet #M13 at southeast corner of building.

The Door from Adult Classroom #9 to the Main Corridor is locked from both sides to protect the children from unauthorized access by students enrolled in the Adult Education program. All persons entering the Child Care section of the building must enter the office through the main entry door on the southeast side of the building.

Cameras:
There are no security cameras in this building.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located in the Mechanical Room #13 for this building.
Building Alarm and Camera Systems

Building 32 – Business Education

There are currently 8 alarm systems monitoring this building: One at the Basement, four on the First Floor, and three on the Second Floor. This is one of the buildings that has been remodeled since the Chemical Maps were created, but new floor plans are not available. Thus the description below will not entirely match the plans that are provided.

Basement:
Room #BE10, a District Storage room has a DSC PC1550 alarm panel. Connected to it are:
- An alarm keypad for arming and disarming the alarm zone is located in the southeast corner. This keypad controls:
  - One alarm contact on a single leaf of the double door. This essentially eliminates security from this door.
  - A wall mounted motion detector (PIR) in the southeast corner.

First Floor:
Because this building is located on the slope of a hill, this is the primary entry floor from the central portion of the Campus. This floor has four separate security alarm systems.

The first alarm system is a DSC PC1000 panel in Room #100.
- The keypad, located next to the northeast entry/exit door, controls the following points:
  - An alarmed north emergency exit door.
  - An alarmed northeast entry/exit door, which is accessed from the hallway.
The second alarm system covers Rooms #104, #106, and #108 through a DSC Alarm Panel on the north wall of Room #108.

- The alarm keypad is located near the central door to Room #108 and Rooms #104, #106, and #108 are armed and disarmed in Room #108. The points controlled from this keypad include:
  - An alarm contact on the northern door of Room #108.
  - An alarm contact on the central main entry door of Room #108.
  - An alarm contact on the southern door of Room #108. This single leaf door has two contacts.
  - A motion detector (PIR) mounted on the eastern wall in Room #108.
  - A motion detector (PIR) mounted on the ceiling in Room #106.
  - A motion detector (PIR) mounted on the ceiling in Room #104.
  - An alarm contact on the emergency exit door for Room #104.
  - An alarm contact on the emergency exit door for Room #106. This single leaf door has two contacts on it.

The emergency exit doors into Room #104, #106, and #108 do not close properly and require maintenance for this system to be effective.

The keypad zone description, there was a Lab Office Door listed, but that point could not be identified during the walk through.
The third alarm system is a DSC PC1550 Security Panel, with a wireless receiver, protecting a Computer Room suite comprised of Room #108B and Room #120. This panel appears to control the:

- Keypad located outside and next to the door at the south end of Room #108B.
  - A motion detector (PIR) located in Room #120, near the security panel.
  - The alarmed door between Room #120 and Room #124.

The fourth alarm system was found on the south wall of Room #124 is another DSC PC1550. It controls:

- A keypad located just inside that southwestern door on the west wall. This keypad controls:
  - The alarmed southwestern door to Room #124.
  - A wall mounted motion detector (PIR) located in the northeastern corner of Room #124.

The only other security related equipment identified on this level during the walkthrough was an emergency call station that was installed near the elevator and between the restrooms on the west side of the building.

Second Floor:
This level has three independent security alarm systems.

The first system is in Room #200, which is a DSC PC1000 alarm panel.

- A keypad is next to the panel located in the northwest corner of the room. The points it controls are limited to this one room. This keypad must have an entry/exit delay associated with it, as it would be impossible to arm and disarm the system without one. It controls:
Second Floor Room #206 Alarm Keypad

Second Floor Room #206 Ceiling Mount PIR

Camera in Room #206

There is a second DSC PC1000 panel in Room #204, even though it is accessed through Room #200.

- A keypad on the wall next to the door coming from Room #200 controls:
  - A wall mounted motion detector (PIR) on the west wall near the door to Room #200.
  - An alarmed emergency exit door on the northeast corner of the room.

The third alarm system is a Radionics alarm panel in Room #208. It controls the alarm points in Rooms #106 and #108:

- A keypad for these rooms is located just inside the door to Room #206.
  - The door into Room #208 is alarmed.
  - The door into Room #206 is alarmed.
  - There is a motion detector (PIR) mounted on the ceiling of Room #206.

Cameras:
There is one security camera located just inside the door to Room #206. No video recorder was located. There were no other cameras observed during the walk through for this building.

Network Connectivity:
The point of presence for the RCCD Network for data and telecommunication located in this building is in the Mechanical Room #M18 on the northwest side of the building.

Page 4 of 4
Building Alarm and Camera Systems

Building 34 – Assessment/Placement

The building is separated into two halves, East and West. Assessment/Placement occupies East side and the school paper occupies the West side. The alarm system is a DSC panels located in the West Data/Server Room.

- The East side alarm keypad is next to the east double leaf door. The zone it controls includes:
  - The alarmed east door.
  - A ceiling mounted motion detector (PIR) in the middle of the room.
- The West side alarm keypad is on the east wall between the offices. The zone it controls includes:
  - The alarmed double leaf west door.
  - A wall mounted motion detector (PIR) located on the west wall near the west door.

Cameras:
There are currently no security cameras in this building.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located in the data/network closet on the west side of the building.
West Side Wall Mount PIR

West Data/Server Closet Rack

West Data/Server Closet Panels
Building Alarm and Camera Systems

Building 37 – Digital Library

This 4-story building is the newest building on campus and has the greatest amount of digital technology of any building within the RCCD system. It is protected by a Radionics alarm system with limited access control capabilities. This system is not a viable approach to an access control system for the entire District. This building also has a security camera system with two Phillips digital video recorders (DVR), a single channel recorder, and a matrix switch. All of these systems are standalone for this building.

Access to the camera signals or recording had not been made available to RCCD’s Police Dispatch Center at the time of this study, but it is technically possible to do so.

The building was secured on the day the security walkthrough was scheduled, so many of the physical locations of devices were not identified. The RCCD Police Officers do not have access privileges to this building, at the same level as they have for the other buildings on campus.

There was one camera seen on the northeast corner of this building. Information received regarding this camera was that it was a temporary placement to provide public viewing of the construction for the Quad renovation project and was not part of the security arsenal monitored or recorded in either the security office on the First floor of this building nor at the RCCD Police Dispatch Center. Because of this information, this camera is not documented on the drawings as part of the security infrastructure.
First Floor:

- There is a Security Office in Room 146 in the East Wing near the Telecom Auditorium. It is in this room that the Radionics alarm system panel, which provides alarm monitoring and card reader access control for a couple of locations, and the video system control equipment is located.

- Keypads used for access control of alarmed suites were located at the west end of the building leading into the Faculty Educational Technology Center Room (Door #114), the Western Multi-Media Room (Door #116), and the East Multi-Media Room (Door #111). These keypads are assumed to be part of the Radionics Alarm System access control feature, although this could not be confirmed.

- There is a stairway and an uncontrolled exterior elevator between the ground level and the Second Floor on the northeast side of the building, accessed on the north side of the breezeway between the south and west portions of the building.

- There are 3 emergency exit stairways from this building. One is on the southwest corner of the West Wing, one centrally positioned on the north side of the West Wing, and one on the southeast corner of the South Wing.

- It is projected that all of the exterior doors for this building are alarmed on a scheduled basis through the Radionics Alarm system located in this building. However it may be just the Multi-Media suite that is alarmed. There were no keypads that would be used for arming and disarming an alarm system located, except for the three at the entry points to the Multimedia suite, which appeared to be used for access control purposes.
The two interior elevators in the East Wing are access controlled on the Radionics system using a card reader. During this study the southern elevator was entered from the First Floor, without an access card. This triggered a major concern. Even though permission is required to access the upper floors, a person can still enter the elevator and press a button to go to a specific floor. Once the elevator reaches the requested floor without access permission, the doors will not open. Then, upon pressing the elevator button to return to the ground floor the elevator will again not open the doors, effectively trapping the unauthorized person in the elevator until help arrives. This situation is a safety issue is violation of fire code and the elevator will need to be reprogrammed to open the doors at the ground level. Fortunately, an escort from the RCCD Police Department was assisting us and warned us not to let the door close or we would be trapped. When we tested that condition, she able to press the elevator call button on the First Floor to trigger the elevator door to open.

Second Floor:
This is the main entry portion of the Digital Library from a student standpoint. It is primarily accessed via the two level stair and elevator on the northeast corner of the building. It can also be accessed via two internal interior elevators in the south wing of the building. The points identified were determined from viewing the monitors in the Security Office and peeking through the doors at the entry to physically locate them.

Third Floor:
There are no identified alarm or access control points on this floor.
Fourth Floor:
There are no identified alarm or access control points on this floor.

Cameras:
There were 33 cameras identified by viewing the monitors connected to the DVRs in the Security Office. Of those, the locations of 11 were confirmed. The other 22 are located within the building at locations not accessible during the study. While some could be identified as certain types of locations, it was not possible to determine the exact location for documentation on the plans. Our thanks to the officer who accompanied us for assisting with the identification of those that were identified.

First Floor:
- Exterior cameras were identified at the following locations:
  - One at the loading dock at the south end of the East Wing.
  - A camera was placed to view the door outside of the emergency exit stairway #1 at the southwest end of the West Wing.
  - One to view the roadway and area near the north side of the building looking east from the back of the Multi-Media Projection Room.
  - A camera is positioned to view the exit door from emergency Stairway #3 in the southeast corner of the East Wing.
  - One located on the balcony on the Fourth Floor viewing the entry to the roadway on the north side of the building and providing access to the Roof Level of the Parking Garage.
• Interior cameras for this floor were noted at:
  o The interior elevator vestibule in the East Wing.
  o At the east end of the lobby outside of the doors to the Telecom Auditorium.
  o Two cameras providing views on west and east ends of the Rear Screen Projection Room on the north side of the West Wing.

Second Floor:
• There are two cameras located on the Second Floor viewing the Lounge Seating area east of the Information Desk.

Third Floor:
It is projected that there are security cameras on this floor, but confirmation was not made because of the lack of access to the floor.

Fourth Floor:
Other than the exterior camera identified with the First Floor exterior camera locations, it is projected that there are security cameras on this floor, but confirmation was not made because of the lack of access to the floor.

Network Connectivity:
The point of presence for the RCCD data and telecom network connectivity is in Data Room #102 on the southwest corner of the West Wing.
Building Alarm and Camera Systems

Building 130 – College House

A security system that utilizes wireless detection devices is used to secure this two-story home converted into an office building. The personnel who were working in the building did not know whether it is monitored or not. During the security walk-through in early 2007, it was noted that the security devices consist of door contacts on the exterior doors, motion detectors (PIRs) at the stairway and inside the main rooms, and cameras positioned to allow viewing of the stairway and entryway. An alarm keypad is located near the front door, but we were not successful in locating the alarm panel or a video recorder.

Cameras:
The purpose of the cameras appeared to be so someone working in the building could see who was coming, than for after-hours security.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located in the first floor storeroom accessed from the “living room”, behind the stairway. This connectivity is part of a pathway that is extended form North Hall #131.
Building Alarm and Camera Systems

Building 131 – North Hall

This two-story building was originally built as apartments. It has since been converted into an office building and is used by Purchasing, Accounts Payable, Finance, and Accounting. There are two Bosch D7412 security panels used to secure this building, one per floor.

First Floor:
The panel for the first floor alarm system, a Bosch D7412, is located inside the supply room next to the corner office.
• The three keypads for this panel are located just inside the doors. All three control the system for the floor.
  o Each of the three doors are alarmed, and the one nearest each keypad is programmed for that door to have an entry/exit delay to provide arming and disarming time.
  o Motion detectors (PIR) mounted on the walls in each of the main rooms and in the corner office.

Second Floor:
The panel for the second floor is located inside the storage room accessed through the Vice Chancellor’s office.
• The three keypads for this panel are located just inside the doors. All three control the system for the floor.
  o Each of the three doors are alarmed, and the one nearest each keypad is programmed for that door to have an entry/exit delay to provide arming and disarming time.
  o Motion detectors (PIR) mounted on the walls in each of the main rooms and in the corner office.
Cameras:
There are presently no security cameras in this building.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located on the first floor, entering the building near the east stairway and is punched down in the storeroom next to the corner office.
Building Alarm and Camera Systems

Parking Structure

This five-story parking structure is one of the newest structures on the Riverside Campus. From a security standpoint it has good lighting, security cameras, and emergency phones near each pedestrian exit.

First Floor:
The first level has 6 cameras and 3 emergency phones:
- There is a camera at the west corner.
- There is a camera at the north with a view of the drive path.
- Another camera is located at the north corner with a view of the pedestrian exit and north corner emergency phone.
- A camera in the east corner provides a view of the eastern pedestrian exit and an emergency phone.
- In the south corner there is also a camera providing a view of the south corner pedestrian exit and emergency phone.
- A camera on the exterior wall provides a view of the vehicle entry/exit.

Second Floor:
The second floor has 4 cameras and 3 emergency phones:
- A camera at the north corner provides a view of the pedestrian exit and the emergency phone.
- There is a camera at the east corner providing a view of the drive path.
- A camera at the east corner provides a view of the pedestrian exit and the emergency phone.
Third Floor:
The third floor has 5 cameras and 3 emergency phones:
- A camera at the north corner views the vehicle exit to Magnolia Avenue (exit only).
- A second camera at the north corner provides a view of the pedestrian exit and the emergency phone.
- There is a camera at the east corner to view the drive path.
- A camera at the east corner provides a view of the pedestrian exit and the emergency phone.
- There is a camera at the south corner with a view of the pedestrian exit and the emergency phone.

Fourth Floor:
The fourth floor has 5 cameras and 3 emergency phones:
- There is a camera at the west corner of the Booster Pump Room access point.
- A camera at the north corner provides a view of the pedestrian exit and the emergency phone.
- There is a camera at the east corner viewing the drive path.
- A camera at the east corner provides a view of the pedestrian exit and the emergency phone.
- There is a camera at the south corner with a view of the pedestrian exit and the emergency phone.
Roof Level:
The roof level provides access to the parking garage, but also has several tennis courts, public restrooms, a security office, and an RCCD network equipment areas. There are 5 pole-mounted Pan, Tilt, Zoom (PTZ) cameras and 2 emergency phones:

- The eastern security camera has a view of the surrounding tennis courts, the east stairs, restrooms, and an emergency phone.
- The western camera provides a view of nearby tennis courts, the security equipment room, the upper vehicle entry/exit, and an emergency phone.
- The remaining 3 security cameras provide a view of all 7 tennis courts.
- The door to the RCCD Network room has a battery operated electrified lock and a biometric reader to restrict unauthorized access.
- The security office located on the roof of the garage houses the digital video recorder used for recording the camera information from this structure and provides an office for the RCCD Police when providing traffic and security services for this garage.
- These camera signals are capable of having their signals made available to the RCCD Police Dispatch Center from the DVR via the RCCD network, but were not connected at the time of this study.

Special Notes:
- The north emergency exit stairs has only a low height gate and railing to prevent re-entry onto a parking floor on floors 2 through 4. Evidence was seen that persons simply climb over the structure. Only the roof level is inaccessible along this path.
• There are provisions to security this garage at night from vehicular traffic by manually closing the wire-mesh slide gates.

• Currently, there is no one monitoring the Garage video on an active basis. The PTZ cameras are placed in a fixed position for recording, but it is possible to use them to pan, tilt, or zoom from the computer located in the local security office.

Network Connectivity:
The point of presence for the RCCD data and telecom network for this garage is located in the Data/Telecom server room located on the roof level
Riverside Community
College District
Riverside, CA

Moreno Campus
Security Infrastructure
Survey

June 30, 2008
Revision 0

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Executive Summary

As of July 2007, security measures in place on each of the Riverside Community College District’s primary campuses were documented. The campuses included the Moreno Campus, the Norco Campus, and the Riverside Campus. The approach taken was to review and document as thoroughly as possible the existing location and conditions for:

- Emergency phones
- Site lighting levels
- Communication for the RCCD Police and Facilities Departments
- Alarm Systems, which were primarily monitored by outside contract monitoring services
- Security cameras, with some video recording equipment
- RCCD Network data/telecom point of presence for each building

The documentation for the Moreno Campus includes discussions of the findings and Site plans level plans for:

- Emergency Phones
- Site Lighting level readings taken during the hours of darkness.
- Two-way radio communication antenna locations and the coverage range.

The alarm and camera systems information is listed by building and include plans showing each floor of each building. A key showing the types of security devices found is included on each floor plan. There were several buildings that had no security systems at the time of the study, so will not have any documentation. The approximate location for the RCCD data/telecom “point-of-presence” is identified with each of these buildings, since floor plans are not available. They were:

- Building 5 – Mechanical 1  Point of presence is on the south-west side.
- Building 7 – Mechanical 2  Point of presence is on the south-west side.
- Building 8 – Bookstore  Point of presence is across from the Tiger’s Den.
- Building 9  New President’s Office  Point of presence is on the north-east corner.
Security Infrastructure Study

Moreno Campus

- Building 10 – Multi-Purpose      Point of presence is on the west side.
- Building 11 – Student Activities Point of presence is on east side.
- Building 12 – Police (Warehouse) Point of presence is on the south side.
- Building 14 – Portable Classroom Point of presence is from Bldg. 15.
- Building 15 – Portable Classroom Point of presence is from Bldg. 16.
- Building 16 – Portable Classroom Point of presence is on the south-east corner.

All recommendations for this campus have been consolidated into a section entitled Recommendations.

Many thanks are extended to all who have provided input and information for this study, with special gratitude toward the RCCD Police Officers and Facilities personnel who escorted us around the campus to open doors and show us the locations of the various devices.
Recommendations

Based on the approved Security Master Plan and initiatives that were observed as ongoing while the fieldwork for this study was being conducted there are several recommendations, not all of which exist within the existing infrastructure:

District-wide Infrastructure

1. Based on the existence of a WiFi infrastructure on this campus, it would be useful if access rights were provided to the RCCD Police Department to allow officers to view security camera signals from their patrol vehicles for assessments during crisis incidents.

2. Extend the current network infrastructure to all campus buildings.

3. Add standards for electrified locking hardware to the list of standard hardware to ensure consistency throughout the District.

4. Provide equipment that will allow the campus to control access to each building and allow the Administration to lock down a building or a group of buildings remotely.

5. Provide equipment and information that will allow the campus to alert personnel, both staff and students, and provide direction for identified dangers. Systems are available to provide such information via telephone, cell phone, text messages, emails, the internet, and site displays or voice enunciators.

Lighting

6. Separate trees and lighting standards. In many instances, high contrast areas are created because trees block the light. The shadows create deep dark areas, even when lighting is provided nearby.
7. Motion detectors should be used to minimize lighting requirements, while providing light when needed. These devices can be placed at the entry points to parking lots, near ticket dispensers, and on the lighting standards to trigger activation of the light or, if there is a minimal illumination provided constantly these devices can trigger greater illumination on demand.

8. Adjust light output levels to create an even illumination throughout each parking area. The District has been replacing some of its parking lot lights with newer technology fixtures. This may be required to achieve the desired result in some locations. If even ambient lighting within the recommended range cannot be achieved with the existing light standard locations, augment the frequency of the light standards.

Communications

9. Any locations where radio or cell coverage is inadequate, antennas should be installed to provide uniform coverage throughout the campus.

10. There has been investigation within the RCCD Police Department relative to the potential of joining Riverside County’s radio system or shifting to a cell phone based communication approach. This approach has benefits from many perspectives and would facilitate the Mutual Aid Agreements between first responder agencies in the area. If this is done, it is important to acquire sufficient channels to continue with private conversations between RCCD Facilities personnel and within the RCCD Police response personnel for routine activities and coordination within RCCD’s normal course of business.

11. Any communication system should be District-wide and:
   a. Provide confidentiality for RCCD Police actions
   b. Allow multiple users to participate in a conference mode
   c. Allow multiple conversations or sessions simultaneously without interference
   d. Allow coverage throughout the District
   e. Minimize frequency licensing requirements
Emergency Phones

12. Conduct an awareness program so that students and faculty understand what happens when an emergency phone is utilized. During the survey, the most frequent questions asked by the District’s population were why no one answered when the emergency phone was used. Generally these were emergency phones that were not yet activated, but the reception to having them seemed to be very positive.

13. Install emergency telephones at each pick-up/drop-off area where someone might be waiting for an extended period of time.

14. Add security cameras to the areas where emergency telephones are located, to assist the RCCD Police Department when responding to a call from a unit.

Security for Buildings and Site

15. The alarm systems that have been installed within the various buildings are managed by the individual departments. The result has been either no monitoring or monitoring by various outside central stations and alarm response, if there is any, by outside agencies without the knowledge of the RCCD Police Department. This holds an implicit liability for the District. All alarms should transmit directly to the RCCD Police Dispatch Center.
   a. The best of all possible worlds would be to replace all of these alarm systems with a standardized access control and alarm system (ACAMS). That process is being started through the Proof-of-Concept design that was prepared for the Moreno and Norco ECEC and is an expansion of the system currently installed at March Education Center, which will create a basis for additional connections into a unified system. That system will be monitored and administered by the RCCD Police Department.
   b. If it is not feasible to replace all of the alarm systems immediately, the existing units should be re-programmed to dial the RCCD Police Dispatch, rather than a commercial central station.
16. All security panels and network video recorders should be located near a network distribution panel or a network drop to facilitate connectivity.

17. The closed circuit video (CCTV) systems that have been installed have also been purchased by individual departments. These camera systems are locally recorded. It is recommended that all video system utilize the same type of digital video recorder and be connected to RCCD’s network so that the RCCD Police Dispatch monitoring center can view the cameras remotely. They should also be interfaced, wherever possible, with the ACAMS, so that cameras that view an area that is also alarmed can be automatically activated for viewing at the Dispatch Center and the recording marked, should the alarm occur. Having a unified video system will facilitate the availability of the video signal for potential WiFi access by the RCCD Police Patrol units for assessment and response.

18. All purchases of security equipment should be processed through the RCCD Police and District Facilities Planning and Development Departments, whether funded by an individual department or capital project. This will ensure consistency of systems and application. It is critical that all alarms be monitored by the RCCD Police Department and that there is consistency for communication compatibility, programming conventions, locking hardware, and maintenance.
District-wide Infrastructure

There are some elements of the infrastructure that are part of the overall Riverside Community College District infrastructure. These elements include the RCCD network for data and telecommunications and the standards for door hardware.

RCCD Data/Telecom Network

There are two aspects of the RCCD Network that impact security. One is the data network which can provide District-wide data communication to facilitate the gathering of information for alarms, video, and access control. When alarm panels, access control and alarm panels, or digital video network recorders are used, the information can be viewed at any authorized networked workstation. The other is the telephone network, which provides voice communication for the emergency phones, the two-way radio system beyond the immediate campus environment, and regular telephone communication for direct communication and alerts.

On each of the building plans the “point of presence” for the RCCD network connectivity to the building is shown. Cable pathways between the buildings was documented by P2S as part of the Site Telecommunications infrastructure documentation.

Locking Door Hardware

A copy of the standard criteria for non-electrified locking hardware on doors that was created by the Riverside Campus locksmith is attached on the next page. Keys are distributed based on the requirements for access by each campus.
LOCK AND DOOR HARDWARE GUIDE FOR
RIVERSIDE COMMUNITY COLLEGE

DOOR LEVERS

SCHLAGE HARDWARE*
PASSAGE (NON-LOCKING) ................................................. AL-10-626
ENTRANCE (T-TURN ON INSIDE, KEYED ON THE OUTSIDE) -AL-53-PD-626
STOREROOM (ALWAYS LOCKED) ........................................... AL-80-PD-626
CLASSROOM (KEYED ON INSIDE & OUTSIDE) ....................... AL-70-PD-626

CASE LOCKS
ENTRANCE ................................................................................. L9453-626
CLASSROOM ............................................................................. L9457-626
STOREROOM ............................................................................ L9465-626

PANIC HARDWARE* *
ALL PANIC HARDWARE SHOULD BE VON DURPIN 99 SERIES
ALL OUTSIDE TRIM SHOULD BE 994L-R+V-US26D AND HANDING
OF DOOR NEEDS TO BE DETERMINED BEFORE ORDERING

DOOR CLOSER

CORBIN DC6210-689

- ALL CYL SHOULD BE CORBIN 59A1
- NO I.C. CORES

CABINET LOCKS ARE ALL CORBIN DESK LOCKS, THE SIZE WILL BE
DETERMINED BY DOOR THICKNESS
Site Lighting Survey

Security industry standards for parking lot lighting for parking areas vary between 0.5 foot-candles (f/c) and 2.0 f/c, ambient lighting as measured at 4-feet above ground. Areas that require closer to 10.0 f/c are at doorways, near ticket dispensers, and emergency telephones.

The goal is to have even illumination, minimizing high contrast or dark shadows that provides a person with a reasonable level of lighting to feel safe and perform expected actions. Expected actions include unlocking a vehicle, obtaining a parking permit, and activating the emergency telephone. Students and faculty using the parking lot and walkways should feel like they can see well enough to identify the location of other persons who may be in their vicinity.

Following this description is a plan view of the campus. This plan shows the measured light levels at the various locations and the colored dot around the point measured provides a visual representation of the variation in lighting. The points with no colored dot are within the acceptable light range, based on the industry standards. The purple dots represent areas where the light level is too low and the green dots represent areas where the light level is brighter than it needs to be. The result of having many bright and dark areas is that deep shadows are created, causing temporary blindness to potential hazards or threats.

The light survey was conducted on a moonless night with a foot-candle (f/c) light meter. The readings on the meter are noted in each area where readings were taken. They are shown down to 0.1 foot-candle of measured light.
The quantity and spacing of the lighting standards appeared to be reasonable, although the relationship between landscaping and lighting is in conflict in some areas. This condition creates high contrasts in lighting by causing shadows, which were noted all over the campus. In some areas the lights were too dim or separated to provide even lighting. The greatest areas of contrast noted were in the parking areas. There was generally higher illumination along the walkways between the buildings.

**Measurement Results**

- Parking Lot A has the greatest amount of contrast with 10.0 f/c noted on the SE corner and 0.0 f/c on the SW corner with 0.1 to 0.2 f/c noted throughout the lot.
- Parking Lot B readings were recorded in the NW portion of the lot and range from 0.1 to 6.0 f/c. The NE corner of Lot B is 3.0 f/c and 2.1 f/c nearest the street.
- Parking Lot C was noted as having 0.1 f/c in the central portion of the lot. The NE corner steps to the street is 1.1 f/c and the street corner further NE is 0.3 f/c. The SE corner of the lot ranges from 0.1 to 2.1 f/c.
- Parking Lot D has a higher light index than the other lots with a range of 0.3 f/c on the west side to 3.0 f/c on the east.
- The sidewalk and entry in front of the Early Childhood Education Center has a lighting range of 0.7 to 0.8 f/c with lighting noted as 4.3 f/c at the facility parking lot.
• The sidewalk in front of the Police Station was metered at 0.0 f/c with lighting at the driveway north of the station at 0.05 f/c at the street and 0.2 f/c near the Portables.
• The Handicap Parking Lot east of the Book Store ranges from 0.4 to 2.0 f/c.
• The area to the east of Student Services nearest the emergency phone is 0.3 f/c.
• The walkway east of the Book Store is 0.8 f/c.
• The SE corner of Humanities at the main stairs is 2.0 f/c; the inner stairs just north of the main stairs were recorded at 1.5 f/c. The north corner behind the building is 0.2 f/c.
• The walkway from the central Plaza to the Library is 2.2 f/c.
• The main entry between Science Technology and the Student Services Buildings is 5.0 f/c.
• The perimeter of the Plaza is noted between 0.2 and 1.0 f/c.
Site Communication Coverage

Cellular Telephone Coverage

Cell phone coverage around the campus is generally good. Cellular coverage is based on regional coverage and is extended by the locations of the cell towers provided by the cellular provider. Most cellular companies have nationwide service capability. It was the intent of this study to obtain support services from the current radio supplier to provide professional signal measurements. This service was not available, so the data collected and presented is based on the projected radius of coverage, known hazards to radio transmissions, and feedback from RCCD Police Officers.

- Buildings with cement walls tend to reduce the coverage within them and screen coverage from remote antennas. The structure around elevators creates a screen for the sound waves. Thus, there are some areas with reduced coverage caused by building structures on site.
- Individual cellular service provider’s equipment can cause more or less coverage in any particular location, because the location and direction of the cellular company’s regional cell towers can create blind spots. The signals can be enhanced within buildings by providing signal enhancers. However there are presently no signal enhancers for cellular service within the buildings on this campus.
Two-way Radio Communication

The RCCD Police Department has a station located on this campus. It is housed in Building 12 - Police. The two-way Motorola radio base unit for this campus is located in this Police Station and a separate antenna is located on the top of the Library to enhance the coverage on this campus. Communication between this campus and the RCCD Police Dispatch Center on the Riverside Campus is via the RCCD telephone lines. The system currently has two frequencies, with one used by the RCCD Police Department for police activity and the other used by both the RCCD Police and Facilities Department to address maintenance issues and coordination of access.

The coverage area is shown on the site map Radio Coverage. Based on information provided by Bearcom, the two-way radio service provider, the radio coverage is 0.5 miles “line-of-sight” from the base station and each antenna location.

The transmission is not precisely limited to line-of-sight, because reflections will allow some coverage in areas sheltered by buildings. However, the coverage on the opposite side of buildings from the antenna, especially those constructed of concrete, and inside those same buildings, will be reduced. The amount of reduction depends on several factors, such as whether there is a hillside or other buildings from which the signal can reflect and how many layers of structure are between the handheld unit and the antenna.

Some frustration concerning the reliability of signal availability has been noted during conversations with the RCCD Police Department Officers.
Site Emergency Phones

Emergency phones with blue lights to allow easy location identification have been installed in parking lots and around the site at 16 strategic locations. Products from two manufacturers, Gaitronics and Trigon, are utilized for this purpose. Both types of units send an audio signal to the RCCD Police Dispatch Center via a telephone connection. This system was being expanded during our study and some of the emergency phones were not yet operational. A map of the locations where these devices are located is provided at the end of this description.

Sixteen emergency phones were verified on campus and are noted in the following locations:

- Parking Lot A has an emergency phone towards the west.
- Parking Lot B has 2 emergency phones. The first phone is located at the NW lot, directly west of the Science and Technology Building. The second phone is located on the NE corner of the lot and directly south of the Student Activities Building.
- Parking Lot C has 2 emergency phones located on the NE and SE ends of the lot.
- Parking Lot D has an emergency phone towards the east side.
- Building 1 – Library has an emergency phone located near the sidewalk on the western side near one of the main entries to the campus.
Security Infrastructure Study

Moreno Campus

- Building 6 – Humanities has 2 emergency phones located nearby. One is located at the NW end of the building and the other is near the SW entrance.
- Building 9 – New President’s Office has an emergency phone located near the NW corner of the building.
- Building 10 – Multi-Purpose Building has an emergency phone located near the NW corner, street side.
- Building 11 – Student Activities has an emergency phone located on the sidewalk near the NE corner of the building.
- Building 12 – Police has an emergency phone located near the SE corner closest to the portables.
- Building 13 – Early Childhood Education Center has an emergency phone located at the northern side centrally located on the building.
- The Quad has 2 emergency phones. One is located on the west side near the path to the Library and Student Services and the other on the East side near the center of the Humanities building.
Building Alarm and Camera Systems

Building 1 – Library

The Library has three alarm systems, one for each floor. There are also some security cameras located in this building.

First Floor:
A DSCPC 1550 Security Panel is located inside Electrical Room #138. A keypad for arming and disarming the panel is also located inside the room and the door to the room has an alarm contact. The zone list inside the cover of the keypad showed a water sensor and the entry door. The door contact was confirmed, but the water sensor was not able to be located and it is unknown whether it still exists.

Second Floor:
The second floor has an Ademco Vista 20SE alarm panel located just inside door #208 inside the AV/TV Room #230. The zone list of this panel is marked as:

- 1. Front Door
- 2. Motion Rm. #220
- 3. Motion Rm. #226
- 4. Not Used

A motion detector located on the east wall of the Lobby #225 was the only detection device found.

A standalone Locknetics exit alarm with shut-off keyswitch was located north of the AV Media Center Rm. #228 near Stair #2.
Four cameras are located on the second floor.
- One camera is located at the elevator lobby viewing the elevator.
- One camera is located in Reading Rm. #226 viewing the South entry.
- One camera is located on the southeast corner by Desk #229 with a view towards the desk and into Reading # 226.
- One camera is located north of AV Media Center #228 with a view of the North exit.

Third Floor:
On the third floor, another DSC alarm panel with keypad is located in Corridor #322, just outside of the Tutoring Room #318.

Another seven cameras are located on the third floor.
- Two are located in corridor #322 near the top of the circular stairway and the Learning Skills Lab #319.
- One provides a view of the top of the north stairway #2.
- The remaining four cameras are located around the Learning Skills Center.
  - One in the northeast corner
  - One on the southwest side
  - Two in the southeast corner, one providing a view of the counter area and the other the workstations.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located in the Electrical Room #138. This room is accessed through the Electro-Mechanical Room #121.
Building Alarm and Camera Systems

Building 2 – Student Services

This building has three stories. There are currently no security devices on the first floor.

Second Floor:
The alarm panel located on the second floor of the Student Services Building in Electrical Closet #214 is a DSC 1550 panel. The alarm keypad is mounted on the wall in the southwest corner of Admissions next to door #215. This panel supports the following door alarm contacts and motion sensors (PIR):

- The door from Admissions #202 (West) into the Safe Room.
- The North entrance door (#203) into Admissions
- The SW entrance door (#215) into Admissions
- The East entrance door (#202) into the Lobby
- Door (#205) into Corridor #211. This door was in need of some maintenance to allow it to work more effectively.
- Door (#232) into Faculty Workroom Closet
- PIR at SE corner of Student Services #204
- PIR at South end of Corridor #211

There are three cameras are located on the Second Floor.

- The first camera is located in Lobby #201 with a view towards the counter.
- The second camera is located in Admissions #202 with a view towards the counter.
- The third camera is located in Corridor #211 with a view North towards the exit.
There are three remote release buttons located at the Lobby reception desk on the Second Floor. Three CCTV monitors are located behind the reception desk to allow the clerks to view the doors when they release the doors for handicap assistance to students.

Third Floor:
The alarm panel located on the Third Floor of the Student Services Building in Accounting Lab #307 is a DSCPC 1550 and supports door alarm contacts:
  • South exit door to Stair #1
  • NW door to Accounting Lab #307

Two cameras are located on the Third Floor:
  • The first camera in the South end of Corridor #301 views the South exit to Stair 1.
  • The North camera in Corridor #301 views the Northern exit.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located in Electrical Room #113.
Building Alarm and Camera Systems

Building 3 – Science and Technology

This building is a two-story building.

First Floor:
The security alarm panel is a DSCPC 1550, which has a co-located keypad on the east wall of Computer Lab #151 next to door (#170). This panel supports the following door alarm contacts and motion sensors (PIR):

- Door (#167) at the West entrance to the Computer Lab #151
- Door (#166) at the North end of room #151A
- Doors (#170) at the West end of Corridor #166 at the East side of Computer Lab #151
- Door (#175) in the NW corner of Conference Room #159 (with a local sounder)
- PIR North of Computer Lab #151
- PIR South of Computer Lab #151
- PIR on SE corner of Computer Lab #151

This floor also has five functioning security cameras in the following locations:

- One looking southwards at the north end of the west entryway
- One in the west side of Computer Lab #151 viewing door #167
- One on the west side of Computer Lab #151 looking towards the southeast corner
- One on the east side of Computer Lab #151 looking towards the northwest corner
- One in the middle of Corridor #186 looking eastward
Second Floor:
The Second Floor has seventeen “alarmed” openings and three DSC PC1550 security panels. We were not able to determine exactly which panel controls each point, since certain doors are shared or were indicated as being connected to multiple panels. These panels are located:

- On the west wall of Natural Science Lab Service room next to door (#265)
- Mounted in the Physical Science Lab Service #257 next to door (#276). This panel does not have End of Line Resistors.
- The third alarm panel is mounted on the west wall of the Natural Science Lab #255 next to door (#271).

The points monitored are:

- Door (#261) in the SW corner of the Science Demonstration Lab #250. The door hardware on this door was loose and in need of adjustment.
- Door (#264) in the SE corner of the Science Demonstration Lab #250 from Corridor #262
- Door (#281) from the Specimen Storage #253 into the Science Demonstration Lab #250
- Door (#265) from Natural Science Lab Service #251 into Science Demonstration Lab #250
- Door (#282) from Specimen Storage #253 into Natural Science Lab Service #251
- Door (#272) from Natural Science Lab Service #251 into Natural Science Lab #255
- Door (#266) from Corridor #262 into Specimen Storage room #253
- Door (#270) from Corridor #262 into Natural Science Lab #255 SW corner
- Door (Not Labeled) from Corridor #262 into Natural Science Lab #255 SE corner
Room #257 Security Panel and Keypad

• Door (Not Labeled) from Corridor #262 into Physical Science Lab #261 NE corner
• Door (#273) from Corridor #262 into Physical Science Lab #261 (northwest corner)
• Door (#274) from Physical Science Lab Service #257 into Physical Science Lab #261
• Door (#275) from Corridor #262 into Storage room #252
• Door (#277) from Corridor #262 into Applied Technology Lab #256 NE corner
• Door (Not Labeled) into north end of west side of Applied Technology lab #256
• Door (Not Labeled) into south end of west side of Applied Technology lab #256
• Door (#263) Into lab office

Note: Doors (#260) and (#262) at the west and east ends of Corridor #262 appear not to have door contacts. Door (#262) appears to have an oil leak.

There are two functioning cameras, one at each end of Corridor #262. A third camera may exist inside a camera enclosure mounted in the southeast corner of the Applied Technology Lab #256 next to door (#278).

Network Connectivity:
The point of presence for the RCCD data and telecom network is in the Electrical Room #158.
The Tiger’s Den is the primary cafeteria on campus and is comprised of a single floor space. While the security features have been documented based on visible devices and Campus Police knowledge, the security of this facility is the responsibility of contractor who operates the Tiger’s Den.

The security system for the Tiger’s Den is supported by an ADT Security Manager 2000 panel mounted on the north end of the wall dividing the dining area from the food service area. The main keypad for the security system is located below and to the left of the ADT panel. A second keypad is located on the South wall next to Door (#290). The detection points include:

- Alarm contacts on the two swing doors. The first Door (Not Labeled) is on the South wall of the Dining Lounge; the other Door (#298) on the North wall of Food Service #276.
- A third door, which is an automatic sliding glass door (#290) on the North end of the West wall, is also monitored.
- A corner-mounted motion sensor (PIR) is mounted on the Northeast corner of the dining area

A non-functional camera is mounted on the East wall of the food service #276.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located in Food Services #276 in a pull box on the Kitchen wall.
Building Alarm and Camera Systems

Building 6 – Humanities

The Humanities Building is a long three-story building. Because of its length, the Second and Third Floors are divided into two sections, NW and SE.

First Floor:
The first floor security system of the Humanities Building is a Radionics D7212 panel in Storage #112A, which controls perimeter alarm contacts located at the following points:
- Automatic Sliding Door (#101) at NW end of main corridor. The door is self locking.
- Door (#102) on the NW wall of the office section
- Double Door (#103) on North corner of the Art Lab
- Door (#104) on the NE wall of the Art Demo room
- Automatic Sliding Door (#129) at the SE lobby. The door locks manually.

Second Floor:
The Second Floor alarm points are also connected to the Radionics panel on the First Floor. There are four zones on the Second Floor, which each have their own alarm keypad. The points are as follows:
- Automatic Sliding Door (#202) at NW end of main corridor. The door is self-locking.
- Door (#209) to NE AV/TV Media room, which is armed and disarmed with a keypad on SE wall near the door.
- Door (#212) to AV/TV room, controlled with a keypad on the NE wall.
• Double Door (#213) to NE room between the Language Lab and AV/TV. A keypad is located on the SW side of the wall shared with Mechanical #225.
• Door (#217) from Language Lab to AV/TV Storage.
• Door (#216) to Language Lab is armed and disarmed with a keypad located on the SE wall by the door.
• Door (#240) shared between the Learning Lab and the Learning Skills Lab.
• Emergency Exit with Panic Hardware (#203) from Learning Skills Lab. The hardware is binding and needs maintenance.
• Emergency Exit with Panic Hardware (#204) from English Lab. The hardware is binding and needs maintenance.
• Emergency Exit with Panic Hardware (#205) from the Learning Skills Conference room.
• Automatic Sliding Door (#207) at SE end of main corridor. The door is self-locking.
• Automatic Sliding Door (#201) at SE side of the Central Lobby. The door is self-locking.

Third Floor:
The Third Floor alarm points are also connected to the Radionics panel on the First Floor. There are three zones on the Third Floor that have their own alarm keypad. The points are as follows:
• Automatic Sliding Door (#303) at NW end of main corridor. The door is self-locking.
• Door (#327) shared between Office Practice Lab and the Math Lab.
• Door (#335) to the Central Math Lab. The arming and disarming keypad is located to the right of the door inside the room.
Door (#204) with Binding Hardware.

Door (#203) with Binding Hardware.

Door (#204) with Binding Hardware.

Door (#203) with Binding Hardware.

Door (#340) to Class Lab #1. The arming and disarming keypad is located to the right of the door inside the room.

Door (#345) NE entry to Class Lab #2.

Door (#305) SE entry from Stair. The arming and disarming keypad is located to the right of the door inside the room.

Automatic Sliding Door (#304) at SE end of main corridor. The door is self-locking.

There are no cameras located within this building.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located in the Storage Room #112A.

Door (#335) with Keypad on Wall
Building Alarm and Camera Systems

Building 13 – Early Childhood Education Center

The ECEC is in a single story building and is used as a day care facility and to train students to care for and instruct young children in an actual learning and care environment. There is a classroom used for Adult Education that is separated from the primary Child Care area.

The building security system is a Bosch 7412G panel located in the Electrical Room accessed from the North side of the building. The keypad is located to the right of the main entry door (#001), as viewed from inside the lobby. The alarm points monitored are as follows:

- Motion on SW corner of Main Lobby.
- Main door (#001) with panic to lobby.
- Motion in Supervisor Office on ceiling by west wall.
- Motion in Supervisor Office at NE corner.
- Motion on NW wall of Conference/Resource.
- Motion on Central ceiling of Conference/Resource.
- Motion in North Office on east side of Administration/Reception.
- Motion in South Office on east side of Administration/Reception.
- Motion on East wall on the north end of Kitchen.
- Door (#003) with panic hardware on NE side of E.C.S. Classroom.
- Door (#004) with panic hardware on SW side to E.C.S. Classroom. This door has warning sign to ensure that the door is closed properly and verified. This door appeared to need maintenance.
- Double door (#005) with panic from SE side of building to Hallway.
Ceiling Mount Motion Sensor

View Main Hallway Egress Door

View of E.C.S. Classroom Egress Door

All of the childcare classroom and restroom doors leading to the playground are Dutch doors with astragals to ensure that when the top portion of the door is closed the bottom portion will be secure.

Two sets of gates are located on the west and east fences to the playground. The furthest outside gates have two leaves and are locked. The gates on each side closest to the building are for egress only and have panic hardware with sounders.

No cameras were utilized at this building

Network Connectivity:
The point of presence for the RCCD data and telecom network is located in the Electrical Room #111.
Classroom Door to Playground

Pedestrian Side of Playground Egress Gate

Classroom Door to Playground with View Astragal

Playground Side of Egress Gate
Riverside Community College District
Riverside, CA

Norco Campus

Security Infrastructure Survey

June 30, 2008
Revision 0

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Executive Summary

As of July 2007, security measures in place on each of the Riverside Community College District’s primary campuses were documented. The campuses included the Moreno Campus, the Norco Campus, and the Riverside Campus. The approach taken was to review and document as thoroughly as possible the existing location and conditions for:

- Emergency phones
- Site lighting levels
- Radio communication for the RCCD Police and Facilities Departments
- Alarm Systems, which were primarily monitored by outside contract monitoring services
- Security cameras, with some video recording equipment
- RCCD Network data/telecom point of presence for each building

The documentation for the Norco Campus includes discussions of the findings and Site plans level plans for:

- Emergency Phones
- Site Lighting level readings taken during the hours of darkness.
- Two-way radio communication antenna locations and the coverage range.

The alarm and camera systems information is listed by building and include plans showing each floor of each building. A key showing the types of security devices found is included on each floor plan. There were several buildings that had no security systems at the time of the study, so will not have any documentation. The approximate location for the RCCD data/telecom “point of presence” is identified with each of these buildings, since floor plans are not available. They were:

- Building 6 – Facilities 1 (F1) Point of presence is on the north side.
- Building 7 – Mechanical 1 Point of presence is on the south side.
- Building 8 – Mechanical 2 Does not have a Point of presence.
- Building 11 – Facilities 2 (F2) Point of presence is on the south-west side.
Security By Design, Inc.

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Security Infrastructure Study

Norco Campus

- Building 12 – Bookstore
  Point of presence is on the west side.
- Building - – Head Start
  Does not have a point of presence.

The Head Start Building is not numbered and is managed by the County of Riverside.

All recommendations for this campus have been consolidated into a section entitled Recommendations.

Many thanks are extended to all who have provided input and information for this study, with special gratitude toward the RCCD Police Officers and Facilities personnel who escorted us around the campus to open doors and show us the locations of the various devices.
Recommendations

Based on the approved Security Master Plan and initiatives that were observed as ongoing while the fieldwork for this study was being conducted there are several recommendations, not all of which exist within the existing infrastructure:

District-wide Infrastructure

1. Based on the existence of a WiFi infrastructure on this campus, it would be useful if access rights were provided to the RCCD Police Department to allow officers to view security camera signals from their patrol vehicles for assessments during crisis incidents.

2. Extend the current network infrastructure to all campus buildings.

3. Add standards for electrified locking hardware to the list of standard hardware to ensure consistency throughout the District.

4. Provide equipment that will allow the campus to control access to each building and allow the Administration to lock down a building or a group of buildings remotely.

5. Provide equipment and information that will allow the campus to alert personnel, both staff and students, and provide direction for identified dangers. Systems are available to provide such information via telephone, cell phone, text messages, emails, the internet, and site displays or voice enunciators.

Lighting

6. Separate trees and lighting standards. In many instances, high contrast areas are created because trees block the light. The shadows create deep dark areas, even when lighting is provided nearby.
7. Replace burned out bulbs and repair broken light standards to maintain an even ambient lighting condition. Lots A, B, and the Plaza were darker than recommended, while Lot C and the ECEC parking area had some areas that were lighted more brightly than recommended by industry standards.

8. Motion detectors should be used to minimize lighting requirements, while providing light when needed. These devices can be placed at the entry points to parking lots, near ticket dispensers, and on the lighting standards to trigger activation of the light or, if there is a minimal illumination provided constantly these devices can trigger greater illumination on demand.

9. Adjust light output levels to create an even illumination throughout each parking area. The District has been replacing some of its parking lot lights with newer technology fixtures. This may be required to achieve the desired result in some locations. If even ambient lighting within the recommended range cannot be achieved with the existing light standard locations, augment the frequency of the light standards.

Communications

10. Any locations where radio or cell coverage is inadequate, antennas should be installed to provide uniform coverage throughout the campus.

11. There has been investigation within the RCCD Police Department relative to the potential of joining Riverside County’s radio system or shifting to a cell phone based communication approach. This approach has benefits from many perspectives and would facilitate the Mutual Aid Agreements between first responder agencies in the area. If this is done, it is important to acquire sufficient channels to continue with private conversations between RCCD Facilities personnel and within the RCCD Police response personnel for routine activities and coordination within RCCD’s normal course of business.
12. Any communication system should be District-wide and:
   a. Provide confidentiality for RCCD Police actions
   b. Allow multiple users to participate in a conference mode
   c. Allow multiple conversations or sessions simultaneously without interference
   d. Allow coverage throughout the District
   e. Minimize frequency licensing requirements

**Emergency Phones**

13. Conduct an awareness program so that students and faculty understand what happens when an emergency phone is utilized. During the survey, the most frequent questions asked by the District’s population were why no one answered when the emergency phone was used. Generally these were emergency phones that were not yet activated, but the reception to having them seemed to be very positive.

14. Install emergency telephones at each pick-up/drop-off area where someone might be waiting for an extended period of time.

15. Add security cameras to the areas where emergency telephones are located, to assist the RCCD Police Department when responding to a call from a unit.

**Security for Buildings and Site**

16. The alarm systems that have been installed within the various buildings are managed by the individual departments. The result has been either no monitoring or monitoring by various outside central stations and alarm response, if there is any, by outside agencies without the knowledge of the RCCD Police Department. This holds an implicit liability for the District. All alarms should transmit directly to the RCCD Police Dispatch Center.
   a. The best of all possible worlds would be to replace all of these alarm systems with a standardized access control and alarm system (ACAMS). That process is being started through the Proof-of-Concept design that was prepared for the Moreno and Norco ECEC and is an expansion of the system currently installed at March
Education Center, which will create a basis for additional connections into a unified system. That system will be monitored and administered by the RCCD Police Department.

b. If it is not feasible to replace all of the alarm systems immediately, the existing units should be re-programmed to dial the RCCD Police Dispatch, rather than a commercial central station. Any detectors that are broken should be repaired or removed. Points that do not work are a liability to the District. Any panels that are not currently functional should be removed or replaced – either with a new panel or with the ACAMS panel mentioned above. An example of a panel that is not working and is not serviceable is the one located in the CACT. This panel was probably installed prior to the network cage being constructed. However, this panel is not serviceable, because it is located above the cage ceiling in an area too narrow to reach.

17. All security panels and network video recorders should be located near a network distribution panel or a network drop to facilitate connectivity. There were several buildings that did not have connectivity when this study was performed. All buildings that are to be secured should have network connectivity so that the signals can be transmitted to the RCCD Police Department over the RCCD network or telephone system.

18. The closed circuit video (CCTV) systems that have been installed have also been purchased by individual departments. These camera systems are locally recorded. It is recommended that all video system utilize the same type of digital video recorder and be connected to RCCD’s network so that the RCCD Police Dispatch monitoring center can view the cameras remotely. They should also be interfaced, wherever possible, with the ACAMS, so that cameras that view an area that is also alarmed can be automatically activated for viewing at the Dispatch Center and the recording marked, should the alarm occur. Having a unified video system will facilitate the availability of the video signal for potential WiFi access by the RCCD Police Patrol units for assessment and response.
19. All purchases of security equipment should be processed through the RCCD Police and District Facilities Planning and Development Departments, whether funded by an individual department or capital project. This will ensure consistency of systems and application. It is critical that all alarms be monitored by the RCCD Police Department and that there is consistency for communication compatibility, programming conventions, locking hardware, and maintenance.
District-wide Infrastructure

There are some elements of the infrastructure that are part of the overall Riverside Community College District infrastructure. These elements include the RCCD network for data and telecommunications and the standards for door hardware.

RCCD Data/Telecom Network

There are two aspects of the RCCD Network that impact security. One is the data network which can provide District-wide data communication to facilitate the gathering of information for alarms, video, and access control. When alarm panels, access control and alarm panels, or digital video network recorders are used, the information can be viewed at any authorized networked workstation. The other is the telephone network, which provides voice communication for the emergency phones, the two-way radio system beyond the immediate campus environment, and regular telephone communication for direct communication and alerts.

On each of the building plans the “point of presence” for the RCCD network connectivity to the building is shown. Cable pathways between the buildings was documented by P2S as part of the Site Telecommunications infrastructure documentation.

Locking Door Hardware

A copy of the standard criteria for non-electrified locking hardware on doors that was created by the Riverside Campus locksmith is attached on the next page. Keys are distributed based on the requirements for access by each campus.
LOCK AND DOOR HARDWARE GUIDE FOR RIVERSIDE COMMUNITY COLLEGE

DOOR LEVERS

SCHLAGE HARDWARE*
PASSAGE (NON-LOCKING) ------------------------------------- AL-10-626
ENTRANCE (T-TURN ON INSIDE, KEYED ON THE OUTSIDE) -AL-53-PD-626
STOREROOM (ALWAYS LOCKED) ---------------------------------AL-80-PD-626
CLASSROOM (KEYED ON INSIDE & OUTSIDE) --------------------AL-70-PD-626

CASE LOCKS
ENTRANCE--------------------------------------------------------------------------L9453-626
CLASSROOM--------------------------------------------------------------------------L9457-626
STOREROOM--------------------------------------------------------------------------L9465-626

PANIC HARDWARE* *
ALL PANIC HARDWARE SHOULD BE VON DUPRIN 99 SERIES
ALL OUTSIDE TRIM SHOULD BE 994L-R+V-US26D AND HANDING
OF DOOR NEEDS TO BE DETERMINED BEFORE ORDERING

DOOR CLOSER:
CORBIN DC6210-689

• ALL CYL SHOULD BE CORBIN 59A1
• NO I.C. CORES

CABINET LOCKS ARE ALL CORBIN DESK LOCKS, THE SIZE WILL BE
DETERMINED BY DOOR THICKNESS
Security Infrastructure Study

Security industry standards for parking lot lighting for parking areas vary between 0.5 foot-candles (f/c) and 2.0 f/c, ambient lighting as measured at 4-feet above ground. Areas that require closer to 10.0 f/c are at doorways, near ticket dispensers, and emergency telephones.

The goal is to have even illumination, minimizing high contrast or dark shadows that provides a person with a reasonable level of lighting to feel safe and perform expected actions. Expected actions include unlocking a vehicle, obtaining a parking permit, and activating the emergency telephone. Students and faculty using the parking lot and walkways should feel like they can see well enough to identify the location of other persons who may be in their vicinity.

Following this description is a plan view of the campus. This plan shows the measured light levels at the various locations and the colored dot around the point measured provides a visual representation of the variation in lighting. The points with no colored dot are within the acceptable light range, based on the industry standards. The purple dots represent areas where the light level is too low and the green dots represent areas where the light level is brighter than it needs to be. The result of having many bright and dark areas is that deep shadows are created, causing temporary blindness to potential hazards or threats.

The light survey was conducted on a moonless night with a foot-candle (f/c) light meter. The readings on the meter are noted in each area where readings were taken. They are shown down to 0.1 foot-candle of measured light.
Some of the parking lots were well lighted, with reading above industry standards. Others were uncomfortably darks. Where individual areas had high contrasts of lighting, shadows were caused, creating night blindness situations. Some of the lights were too dim, not functioning, or separated to provide even lighting. The greatest areas of contrast noted were in the parking areas A and B. There was generally higher illumination along the walkways between the buildings and parking lots C and D. The Plaza is not lighted high enough for comfortable travel. The pictures show the significant differences in the lighting levels.

- Parking Lot A’s lighting was measured on the North, South and East portions of the lot. The North section was measured at 0.1 f/c, the South at 1.6 f/c, and the East ranged at 0.1 to 1.7 f/c.
- Parking Lot B readings were recorded from the Southern half on the lot and range from 0.3 to 1.3 f/c. A single light fixture on the North end of the lot had a non-functional light.
- Parking Lot C ranged from 1.2 to 4.1 f/c on the east side of the lot. The west side of the lot ranged from 0.0 to 0.7 f/c. The lowest level was measured at the non-functional light. A total of two lights were out, one at the east and one at the SE of the lot.
- Parking Lot D’s readings were measured at the north of the lot and range from 0.1 to 2.0 f/c. The latter reading is at the top of the industry standards guidelines and is considered “best practices.”
- The front of the Early Childhood Development Center has a lighting range of 1.1 to 3.5 f/c within the facility parking lot.
- The area between Student Services and the Tiger’s Den was measured at 10.5 f/c.
The sidewalk in front of the Police Station was metered at 0.8 f/c on the SW corner and 10.0 f/c at the main school entrance between the Police Station and Student Services.

The Library upper level walkway was measured at 7.0 f/c.

The Library Amphitheater was measured at 1.2 f/c.

The north walkway from Parking Lot D to the Library and Amphitheater ranged from 1.6 to 2.0 f/c.

The plaza ranged from 0.3 f/c at the NW end to 0.7 f/c at the SE end.

The student drop off to the east of Student Services has the lowest overall lighting levels with a range of 0.0 to 0.1 f/c.

Between Humanities and the Multi-Purpose Auditorium the lighting is at 2.5 f/c.

Behind the Multi-Purpose Auditorium the light was measured at 0.2 f/c.

The SE corner of Humanities was measured at 0.0 f/c and the NW corner was measured at 0.6 f/c.

The front of the Bookstore was measured at 0.9 f/c while the east side registered 0.0 f/c.

The NW section of the Utility road behind the school was measured at 0.0 f/c. The SW entry to the Utility road was metered at 2.7 f/c.

The lighting at the entry walkway to the Technology Building registered at 0.5 f/c. Behind the building to the NW the lighting ranged from 0.1 to 0.5 f/c.

The SE Utility road to building F2 was metered at 1.5 f/c. A non-functioning light was noted at the NE corner of Building F2.

The top of the North stair to the CACT Building was measured at 0.3 f/c.
Site Radio Coverage

Cellular Telephone Coverage

Cell phone coverage around the campus is generally good. Cellular coverage is based on regional coverage and is extended by the locations of the cell towers provided by the cellular provider. Most cellular companies have nationwide service capability. It was the intent of this study to obtain support services from the current radio supplier to provide professional signal measurements. This service was not available, so the data collected and presented is based on the projected radius of coverage, known hazards to radio transmissions, and feedback from RCCD Police Officers.

- Buildings with cement walls tend to reduce the coverage within them and screen coverage from remote antennas. The structure around elevators creates a screen for the sound waves. Thus, there are some areas with reduced coverage caused by building structures on site.

- Individual cellular service provider’s equipment can cause more or less coverage in any particular location, because the location and direction of the cellular company’s regional cell towers can create blind spots. The signals can be enhanced within buildings by providing signal enhancers. However there are presently no signal enhancers for cellular service within the buildings on this campus.
Two-way Radio Communication

The RCCD Police Department has a station located on this campus. It is housed in Building 5 - Police. The two-way Motorola radio base unit for this campus is located in this Police Station and an antenna is located on the top of the Humanities building. Communication between this campus and the RCCD Police Dispatch Center on the Riverside Campus is via the RCCD telephone lines. The system currently has two frequencies, with one used by the RCCD Police Department for police activity and the other used by both the RCCD Police and Facilities Department to address maintenance issues and coordination of access.

The coverage area is shown on the site map Radio Coverage. Based on information provided by Bearcom, the radio service provider, the radio coverage is 0.5 miles, as a line-of-sight from the base station and each antenna location. The transmission is not precisely limited to line-of-sight, because reflections will allow some coverage in areas sheltered by buildings. However, the coverage on the opposite side of buildings from the antenna, especially those constructed of concrete, and inside those same buildings, will be reduced. The amount of reduction depends on several factors, such as whether there is a hillside or other buildings from which the signal can reflect and how many layers of structure are between the handheld unit and the antenna.

Some frustration concerning the reliability of signal availability has been noted during conversations with the RCCD Police Department Officers.
Emergency Phones

Emergency phones with blue lights to allow easy location identification have been installed in parking lots and around the site at 16 strategic locations. Products from two manufacturers, Gaitronics and Trigon, are utilized for this purpose. Both types of units send an audio signal to the RCCD Police Dispatch Center via a telephone connection. This system was being expanded during our study and some of the emergency phones were not yet operational. A map of the locations where these devices are located is provided at the end of this description.

Sixteen emergency phones were verified on campus and are noted in the following locations:

- Parking Lot A has one emergency phone toward the eastern side, south of the handicap parking spaces.
- Parking Lot A has one emergency phone midway on the western side of the lot.
- Parking Lot B has an emergency phone midway on the eastern side of the lot.
- Parking Lot B has an emergency phone in the middle of the western side of the lot.
- Parking Lot C has one emergency phone located at the middle of the lot on the northern side, across from Lot D.
- Parking Lot D has an emergency phone located towards the North end of the East portion of the lot.
- Building 1 – Student Services has one pedestal mount emergency phone on the southwestern corner of the building.
- Building 2 – Science and Technology has an emergency phone located at the southwestern corner of the building.
• Building 3 – Multi-Purpose Auditorium has an emergency phone to the West (left) side of the front entrance.
• Building 9 – Library has one emergency phone on the north wall, near the lower level entrance.
• Building 10 – Technology has one pedestal mount emergency phone next to the building’s southeastern corner.
• Building 12 – The Bookstore has one emergency phone on the southwestern corner of the building.
• Building 13 – CACT has one tower style pedestal mount emergency phone at the top of the northeastern path, directly across from the southwestern end of the Technology building.
• Building 14 – Multi-Purpose modular has an emergency phone at the south end, mounted on the east wall of the building.
• Building 15 – Early Childhood Education Center has an emergency phone mounted on the middle of the north wall.
• There is a one Tower Style emergency phone located on the northwest side of the Quad, approximately 100 feet west of the Science and Technology building.
Building Alarm and Camera Systems

Building 1 – Student Services

This Student Services building has two floors.

First Floor:
A DSC PC1550 Security Panel is located within Mechanical Room #109. The alarm keypad for arming/disarming the alarm system is located on the East side of the structural column in the Secretary Space #103. The points noted on the alarm panel, which were verified during the survey, are as follows:

- 31 - Front & Side Doors, First Floor
  - East Side Sliding Door on north side of building.
  - East Side Sliding Door on east side of building.
- 32 - Front PIR, First Floor
  - Center of Room #101 on east wall by Room #123.
- 33 - Emergency Exit Door, First Floor
  - Emergency Exit from Stair #124 to the east side of the building.
- 34 - Rear PIR & Sliding Door, First Floor
  - West Side Hallway #125 Sliding Door and PIR
- 36 - Siren Tampers
  - One Siren Located in Area #101 on the First Floor by the East Side Sliding Door on North Face of Building
Two alarmed doors are located on the First Floor and do not coincide with any points on the Security panel. The first door accesses the AV/TV Room #107 from the West Exterior of the building. The second door accesses Work Room #116 from the West Exterior of the Building.

First Floor camera system equipment included a monitor and DVR located in Safe Room #118. The six First Floor cameras are located in the following areas:

- One in Safe Room #118 (next to Copy Room #117) – NE Corner Looking SW
- Two in Dean 2 Conference Room #120
  - Northeast corner looking southwest
  - Middle of south wall looking northeast
- One in Area #101 at the Middle of Wall Outside Student Services #123 with a View of the North Side Sliding Door
- One on East by Student Services #123 Viewing West Towards the Secretary #103 Counter
- One on East Wall Outside Counsel #105 with a View Towards the East Sliding Door

Second Floor:
The alarm points on the Second Floor are controlled by the DSC panel on the First Floor. The points on the Second Floor are:

- 35 - 2nd Floor PIR & Sliding Door, Second Floor
  - West Side Sliding Door and PIR from Hallway #215
- 38 – Door Upstairs East Emergency Exit, Second Floor
  - Door from Area #201 to Stairwell #124
Six motion detectors (PIR’s) were located on the Second Floor and do not match any points listed on the Security panel. Two are located at or near the desk in Area #202. The other four are located throughout Area #201.

One camera is located on the second floor and is located on the NE side near Area #206 with a view SE towards the counter.

There are also several duress buttons, most of which are assigned by person rather than indicating a room number. These duress or panic buttons are:

- 39 – Panic #1, Dr. Davis
- 40 – Panic #2, Dr. Snell
- 41 – Panic #3, Admissions
- 42 – Panic #4, Counseling
- 43 – Panic #5, Dr. Chavez
- 44 – Panic #6, Not Assigned

Two other points listed on the Security panel were designated with letters, which are interpreted to be for “Trouble” signals for the security equipment:

- 45 – “B”, Battery
- 46 – “S”, Siren

Network Connectivity:
The point of presence for the RCCD data and telecom network is located in the Electrical Room #110.
Building Alarm and Camera Systems

Building 2 – Science and Technology

Science and Technology is a two-story building.

First Floor:
A DSC PC1550 Security Panel is located within the first floor Electrical Room #115. The alarm keypad for arming/disarming the alarm system is located on the east side of the structural column nearest the west side entry. The points noted on the alarm panel are as follows:

- 31 – West Door, Sliding Door
- 32 – North PIR
  - Ceiling Mount PIR in Computer Lab #107
  - Ceiling Mount PIR in Computer Demo Lab #108
  - Ceiling Mount PIR Computer Lab #101 North
- 33 – East Door, Sliding Door
- 34 – South PIR, Located on Ceiling, South Section of Computer Lab #101

Second Floor:
There were two security panels located on the Second Floor of this building. A DSCPC 3000 security panel located in Biology #207. Another security panel was located in the Natural Science Lab #211, but is empty of components and is being utilized as a security junction box. The Second Floor has door alarm contacts in the south class and storage rooms, but only motion detectors (PIR’s) are used in the north classrooms. The alarm points on the DSCPC 3000 are:

- Ceiling Mount PIR in Lecture #201
- Ceiling Mount PIR in Small Lecture #202
- Ceiling Mount PIR in Small Lecture #203
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- East and West Access Doors to Biology #207
- Access Door to Storage #208 from Biology #207
- Wall Mount PIR on South Wall of Biology #207
- Door from Corridor #202 to Storage #208
- East and West Access Doors to Natural Science Lab #211
- Access Door to Storage #208 from Natural Science Lab #211
- Wall Mount PIR on NE Wall of Natural Science Lab #211
- Siren in Biology #207

The PIR’s in rooms #201, #202, and #203 have not been accounted for on the alarm keypads located in rooms #207 and #211.

There is no security video system currently in this building.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located in the Electrical Room #115.
Second Floor Empty Alarm Panel Enclosure w/PIR in Corner

Second Floor Ceiling Mount PIR (Typ.)

Second Floor Wall Mount PIR

Second Floor alarm Keypad

External Alarm Contact (Typ.)

Internal Alarm Contact (Typ.)
Building Alarm and Camera Systems

Building 3 – Multi-Purpose Auditorium

The Multi-Purpose Auditorium is a two-story building.

The Security Panel and the arm/disarm keypad could not be located within the Multi-Purpose Auditorium.

First Floor:
No detection points were located on the First Floor.

Second Floor:
The Second Floor is equipped with four ceiling mount motion detectors (PIR’s):

- Lecture room #204 has one ceiling-mounted motion sensor.
- Former Conference Room #203 has three motion sensors, one in each room within the modified space:
  - NW corner – ceiling-mounted motion sensor
  - NE corner – ceiling-mounted motion sensor
  - SE corner – ceiling-mounted motion sensor

There is no security video system currently in this building.

Network Connectivity:
Based on the exterior infrastructure, it is believed that the point of presence for the RCCD data and telecom network is located in the Electrical Room #106, which is accessible through Room #107. Room #107 was not accessible any of the site visits for this campus. Room #107 houses the auditorium control equipment and has been separately keyed.
Building Alarm and Camera Systems

Building 4 – Humanities

The Humanities building has two-stories.

First Floor:
A DSC PC1550 Security Panel is located within the Main IDF Room #118 on the South wall. This room is accessed through Room #105. The alarm keypad is located directly below the Security Panel. The first floor alarm points are as follows:

- PIR, Lab Lecture Room #103
- PIR, Small Lecture Room #102
- PIR, Computer Demo Room #101

The alarm keypad is noted as having only two points:
- Main Entry
- Bookstore

The Lecture Room projectors in Rooms #101, #102, and #103 each have an alarm sounder that activates when the projector is tampered with, but these appear to be stand-alone devices.

Second Floor:
The Second Floor has perimeter protection for the classrooms and offices, but are also connected to the DSC panel on the First Floor. The detection devices are located in the following areas:

- Chemical Lab #204, with an Alarm Keypad to right of east entry from the interior of the space:
  - West Entry from Corridor #211
  - East Entry from Corridor #211
There is no security video system currently in this building.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located in the Main IDF Room #118, which is located next to the Electrical Room #104, but is accessed through Room #105.
Internal Alarm Sensor (Typ.)

Room #208 Keypad

Wall Mount PIR (Typ.)

Ceiling Mount PIR (Typ.)

Wall Mount Siren (Typ.)
Building Alarm and Camera Systems

Building 5 – Tiger’s Den

The security for this single story facility is the responsibility of the operator of the cafeteria. However, the locations of the security measures in place were documented as part of the survey.

The Security Panel was not located during the walkthrough. An alarm keypad is located on the SE wall of Food Prep #102. The alarm points verified during the walkthrough are:

- Dining area #101:
  - Sliding Doors at West End on North Wall
  - Double Door at North End on East Wall
  - Wall Mount PIR, NW corner
  - Ceiling Mount PIR, SW
- Food Prep #102
  - Double Doors at East End of North Wall
  - East Access from Exterior
- NW Access to Food Prep #102 from Corridor #107

The Tiger’s Den has no real security video equipment installed, although there is one fake camera mounted in the Food Prep room.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located on the west side of the building.
Ceiling Mount PIR

Fake camera in the Food Prep room.
Building Alarm and Camera Systems

Building 9 – Library

The Library has a First, Second, and Mezzanine level.

First Floor:
A Radionics 7212 Security Panel with a UPS is located within the Data/Network Closet #140 on the First Floor. The keypads are located by area (2 through 6):

- 2 – Computer Lab #115 by Entry Door
- 3 – Language Lab B #119 by Entry Door
- 4 – Language Lab A #120 by Entry Door
- 5 – Office #101 by Entry Door
- 6 – English Computer Lab #113 by Entry Door
- 6 – Corridor #107 by Entry Door to English Computer Lab #113.

The system is alarmed by area as follows:

- 1 – Entry Door, Room #113, Area 6 (The Alarm Contact “Magnet” is Not Secure in the Door Frame)
- 2 – Entry Door, Room #115, Area 2
- 3 – Entry Door, Room #119, Area 3
- 4 – Entry Door, Room #120, Area 4
- 5 – Motion, Room #113, Area 6
- 6 – Motion, Room #115, Area 2
- 7 – Entry Door, Room #101, Area 5
- 8 – Motion, Room #101, Area 5
- 9 – Motion, Room #119, Area 3
- 10 – Motion, Room #120, Area 4
This system includes duress alarms located in specific rooms. The duress alarms are always armed.

- 11 – Panic, Room #131, Area 1
- 12 – Panic, Room #130, Area 1
- 13 – Panic, Room #129, Area 1
- 14 – Panic, Room #128, Area 1
- 15 – Panic, Room #127, Area 1
- 16 – Panic, Room #126, Area 1
- 17 – Panic, Room #125, Area 1

The areas not listed on the alarm points sheet that were verified during the security walkthrough are:

- Office #124, Motion Sensor
- Office #123, Motion Sensor
- Office #132, Motion Sensor
- Office #114, Motion Sensor
- English Comp. Lab #113, Alarm Siren
- Entry Door, Lecture #108
- Motion, Lecture #108

The following egress doors do not have alarm contacts or sounders:

- The North and East Main Corridor Access Doors to the Building
- SE Egress Door, Language Lab B #119

The sounder on the emergency egress door from English Lab #113 is not activated. The sign on the door states “Avoid Fiascos; The Alarm Will Be Activated if You Open The Door!” The door does not have alarm contacts connected to the security system either.

The folding doors to the Data Network Closet #138 do not lock and are unmarked.
Second Floor:
The Library’s Second Floor is not equipped with active security
devices that would be monitored by the security system.

An egress door is located on the east face, north side of the building.
A second egress door is located on the north face, east side of the
building. Both doors have panic hardware with emergency sounders.

An RFID reader (Tattle Tape by 3M) is located at the main entrance
to the library for literature management.

An inactive ceiling mount PIR is located SW in Area #224, as
indicated by a non-responsive indicator on the device.

Mezzanine:
There are no alarm points in the Mezzanine areas.

There is no security video system currently in this building.

Network Connectivity:
The point of presence for the RCCD data and telecom network is
located in the Electrical Room #112, although the network
distribution is in the data/network closets #138 and #140.
Non-Active Emergency Door From Room #113.

Second Floor Emergency Egress Door w/Sounder and No Alarm Contacts.

Main Corridor Entry Door (Typ.)

Second Floor Inactive PIR.

Library RFID Reader (Literature Management).
Building Alarm and Camera Systems

Building 10 – Technology

The Technology Building has two levels.

First Floor:
A Radionics D7212 Security Panel is located within Data/Network Closet #128 on the first floor. This building is controlled by zone, with keypads in the following locations:
- Keypad Near Entry Door of Drafting Lab #109.
- Exterior Keypad in Alcove #113
- Interior Keypad on SE wall by main entry to Smart Room #114.
- Keypad near entry door to Applied Technology Lab #118.
- Keypad near entry door to Art Lab #119.

The first level of the Technology building is equipped with the following alarm equipment:
- Drafting Lab #109
  - SE Entry Door
  - South Ceiling Mount PIR
  - North Ceiling Mount PIR
- Smart Room #114
  - PIR by Stage
- Applied Technology Lab #118
  - South Entry Door
  - Ceiling Mount PIR
- Art Lab #119
  - South Entry Door
  - Ceiling Mount PIR
No alarm contacts were found on any of the emergency egress doors on the First Floor. None of the Data/Network Closets (#127, #128), the door to Lab Server #120, or the door between Applied Technology Lab #118 and Art Lab #119 are monitored by the security alarm system. The east and west sets of double doors at the Art Lab Patio are not monitored either.

Second Floor:
The security for the Second Floor of the Technology Building is also connected to the Radionics panel located on the First Floor. There is one Alarm Keypad located by the entry door to CAD Lab #209. The only alarm devices are located in CAD Lab #209 and are:
- SE Entry Door
- Ceiling Mount PIR
- Door to Lab Server #208

There are no security cameras currently in this building.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located in the Data Network Closet #128.
Building Alarm and Camera Systems

Building 13 – CACT (Center for Applied Competitive Technologies) Building

The CACT is a single story building. A DSCPC 2550 Security Panel is located in the PLC Computer Lab above a secured cage in the north corner of the room. It doesn’t appear that the battery in this panel can be reached for maintenance. There is an arming/disarming Keypad on the NE wall by the Main Entry door and one on the south wall by the Office entry. The following alarm points were located within the building:

- SE Main Entry Door
- Ceiling Mount PIR in PLC Computer Lab
- East Door to Open #100
- North Door to Open #100
- Ceiling Mount PIR in Open #100 North
- Ceiling Mount PIR in PLC Computer Lab
- Ceiling Mount PIR in Former Open #100 SW. Now an enclosed classroom
- South Rec. Office Entry Door
- Ceiling Mount PIR in Rec. Office
- Ceiling Mount PIR in Director Office to SW of Rec. Office.

The Main Keypad controls:
- 1 – Double Entry Doors
- 2 – x2 Perimeter Doors
- 3 - NE PIR
- 4 - x2 West PIR’s

The Office keypad controls:
- 1 Through 4 are Not used
- 5 – Perimeter Office Door *

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The Office perimeter door contacts were not verified during the Security survey, as the door was locked and a key was not available.

The building has perimeter alarm points, with the exception of the Roll-Up door on the NE side of the building.

There are no security cameras currently in this building.

Network Connectivity:
The point of presence for the RCCD data and telecom network is located in the cage Network Room.
Building Alarm and Camera Systems

Building 14 – Multi-Use

This building is a single story modular building. An ADT Safewatch Pro-2000 Security Panel is located in the North Custodial Room on the west side. The arming/disarming Keypad is located on the west wall by the west access door to the Activity Room.

The following alarm contacts were noted on the alarm keypad point list and verified during the security walkthrough:

- 2 – Office Motion (x3)
- 3 – Men’s Locker Room (PIR, Door)
- 4 – Men’s Restroom (PIR, Door)
- 5 – Utility Room (Door)
- 6 – Women’s Restroom (Door)
- 7 – Women’s Locker Room (PIR, Door)

The following alarm points were noted on the keypad point list, but the devices were not located during the walkthrough:

- 1 – Alarm contacts on Office Doors
- 8 – Panic Buttons

Of the four offices noted, Office #4 did not have any security devices.

The east and west Activity Room doors, which have alarm contacts, and the Activity Room motion detector (PIR) were not listed on the alarm keypad list.

Network Connectivity:
There was no point of presence for the RCCD data and telecom network at the time of this study.
Corner Mount PIR (Typ.)

Ceiling Mount PIR (Typ.)
Building Alarm and Camera Systems

Building 15 – Early Childhood Education Center

The building is a single level facility for training students to care for and instruct young children in an actual learning and day care environment. The building is monitored by a Radionics D9412G security panel. The panel is located in Electrical Room #111, and accessed from the North face of the building. The alarm keypad is located in Lobby #101 on the NW wall by the picture window.

The alarm points from the security panel point list are as follows:

- 9 - Infants South Door (Rm. #124, Dr. #011)
- 10 - Inf./Tod. Bath Door (Rm. #123, Dr. #010)
- 11 - Toddlers South Door (Rm. #121, dr. #009)
- 12 - Infants PIR (SW Corner of Rm. #124)
- 13 - Toddlers PIR (NE Corner of Rm. #121)
- 14 - Pre-School A PIR (SW Corner of Rm. #120)
- 15 - Pre-School A South Door (Rm. #120, Dr. #008)
- 16 - Pre-School Toilet (Rm. #118, Dr. #007)
- 17 - Pre-School B PIR (SE Corner of Rm. #116)
- 18 – Pre-School B South Door (Rm. #116, Dr. #006)
- 19 – Main Hall East Doors
- 20 – Main Hall East Doors
- 21 – ECS Classroom SW Door (Rm. #115, Dr. #004)
- 22 – ECS Classroom PIR (x3 - Ceiling Mount North and South, and Wall Mount on SE Wall of Rm. #115)
- 23 – ECS Classroom NE Door (Rm. #115, Dr. #003)
- 26 – Lobby Door (#001)
- 27 – Lobby PIR (x2 - NE Corner Wall and Ceiling Mount)
- 28 – Main Hall West Doors (Rm. #119, Dr. #012)
- 29 – Main Hall East PIR (x2 Ceiling Mount)
- 30 – Main Hall West PIR (x2, 1 Ceiling Mount and 1 Wall Mount)
The East Main Hall doors noted above are the egress doors to the East side of the building (#005). The listing on the alarm keypad may have duplicates between Doors 19/20 and 20/21.

The following points are listed on the security points list, but were not located and verified during the security survey:

- 24 – Roof Hatch (From Storeroom #108)
- 25 – Supervisors Office (Rm. #102)

The following alarmed areas were noted during the survey, but are not noted on the security panel point list:

- Administration #104 Ceiling Mount PIR
- Office #105 Ceiling Mount PIR
- Office #106 Ceiling Mount PIR
- Conference/Resource #107 Ceiling Mount PIR
- Kitchen #110 Ceiling Mount PIR
- Vestibule #113 Ceiling Mount PIR

Points 1 and 2 are for Fire and Trouble alarms.

All of the childcare classroom and restroom doors leading to the playground are Dutch Doors with astragals to ensure that when the top portion of the door is closed the bottom portion will be secure.

Two sets of gates are located on the west and east fences to the playground. The furthest outside gates have two leaves and are locked. The gates on each side closest to the building are for egress only and have panic hardware. It is recommended that the egress gates not have chains securing them.
No cameras have been utilized in the building.

Network Connectivity:
There was no point of presence for the RCCD data and telecom network at the time of this study.
View of Playground Fence (typ.)

Wall Mount PIR (Typ.)

Interior Dutch Door Hardware (Typ.)

View of Projector Standalone Alarm Sounder in Rm. #115

View of Crash Bar (Typ.)
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Building Alarm and Camera Systems

Building 16 – Portable #1

Portable #1 is equipped with a Security Panel located on the west wall, but the manufacturer was not determinable. There is a Keypad next to the entry door. The detection points are:

- Ceiling Mount PIR
- North End of East Wall alarmed Entry Door

Building 17 – Portable A

Portable A is equipped with a security panel, but it was not located during the survey. The Keypad is located on the NW wall just inside the Main Entry Door. The detection points are:

- Office #109 – Ceiling Mount PIR
- Alarmed Entry Door - North End of NW Wall

Building 18 – Portable #B

Portable B is equipped with a security panel, but it was not located during the survey but is believed to be in the Server/Copy Room at the south corner of the building. This room was locked and the key could not be located at the time of the survey. The Keypad is located on the NE wall just inside the Main Entry Door. The detection points are:

- Office, West Corner – Ceiling Mount PIR
- Alarmed Entry Door - North End of NW Wall

Network Connectivity:
None of these portables was sufficiently accessible to confirm the exact location of the RCCD Network point of presence. However, it is assumed to be in Building 18’s Server Room.
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Portable 1 Door Alarm Contact

Portable A Keypad

Portable B Keypad

Portable A Alarmed Door

Portable B Alarmed Door

Portable A Office Door

Portable B Office PIR