

CONSTRUCTION & RENOVATION



SECURITY PLANNING RECOMMENDATIONS

A Threat, Vulnerability & Risk Assessment (TVRA) should be considered during facility construction or renovation. A TVRA can assist in the security planning for the project and specify measures to ensure the safety and security of the project and facility. The security plan will establish who is responsible for the site's security during construction or renovation.

Security planning during facility renovation projects is crucial, since most routine and ongoing activities at the affected location will continue during the project. The facility security advisor should review the construction plans and make recommendations for security assets as needed. Some considerations for the safety and security of a construction or renovation project include the following:

1. Ensure there is a designated point of contact (POC) within the construction team for safety and security matters. Contact information should be readily available for this and all other POCs.
2. Ensure there is a clear line of communication between the POCs for the contractors and the facility regarding the termination of contractor employees, so any entry cards or other access control devices are immediately disabled, and security staff is notified of the termination (including a photo of the former employee).
3. For renovation projects, site security and perimeter security measures should be considered as workers traverse a facility's public and non-public areas while they are actively in use.
4. Safety measures should be in place to designate the construction area and prevent non-construction personnel from gaining access to work areas.
5. Develop security requirements for the on-site construction trailer or office, including access control for the construction zone. Consider after-hours or weekend access and security requirements.
6. Develop construction personnel background check requirements or other safeguarding checks. For active facilities undergoing renovation, construction personnel will need to display some form of identification or be screened before facility access. Address internal security matters for key or media access, critical area access, and interaction with facility staff.
7. Designate restricted areas with signage for construction personnel. Secure adjacent areas as needed and plan for access to critical areas in the facility such as utilities, HVAC, fire control systems, or other needed service areas. Address access to non-construction areas such as restrooms.
8. Determine construction worker vehicle access and parking. Delineate parking and access areas with a designated access point (including security screening if needed). Keep such parking separate from employee and visitor parking areas.
9. Implement video surveillance of the construction site or renovation project, with alarm and intruder detection systems as needed. If the contractor uses their own surveillance or intrusion detection system, establish protocols to ensure notification of incidents to the organization's project manager and security director.
10. Create a flexible security plan that adjusts as the construction project progresses from initial start to completion. Reviews the security plan periodically as needed.



GENERAL PRACTICES

- ✓ Establish a written security policy for the site.
- ✓ Assign supervisory security responsibilities.
- ✓ Contact local police and fire departments before starting a job, to establish cooperative efforts for site safety & security.
- ✓ Establish contact with the management of adjoining properties and encourage them to report suspicious activities on the site.
- ✓ Maintain complete records of all security incidents.

SAFETY WHILE ON THE SITE

- ✓ When possible, enclose the job site with a security fence.
- ✓ Provide nighttime lighting of the site.
- ✓ Always provide limited access to the site, preferably with lockable gates.
- ✓ Maintain a clear zone adjacent to fencing.
- ✓ Post warning signs to help keep unauthorized persons off the site.
- ✓ Use only high-quality locks. Never leave keys in locks or leave locks in an open position.
- ✓ Inspect the site at the end of each day before securing it, to ensure nothing has been compromised.
- ✓ Provide parking areas outside of the site for employees and visitors.
- ✓ Consider using security guards and having them patrol the site on designated rounds. Provide all security guards with a means of communication.
- ✓ Consider limiting vehicle access to the site to one designated entrance through which all vehicle traffic flows.
- ✓ Consider installing a portable CCTV monitoring system to capture vehicle traffic entering and exiting the site.

SAFEGUARDING EQUIPMENT, TOOLS, AND MATERIALS

- ✓ Keep tools securely locked in storage trailers or sheds in secured areas.
- ✓ Establish a supervisory key control program for motorized equipment.

