

Description:

The purpose of the section is to highlight the current applicable UMCP Design Standards for the design, selection and installation of intrusion detection systems.

Related Sections:

- TBD

Effective Date:

June 1, 2002

Applicable Standards:

- TBD

General Requirements:**1. Security Devices**

- When required by the Program for new or renovated construction projects or when requested by the Users thru the Project Manager, the A/E shall provide all appropriate security devices, possibly including special locks, card readers, palm reader devices, motion detectors, cameras, alarms, lights, etc. for the building, laboratories, rooms or areas designated to require security.
- It is the A/E's responsibility to determine the scope of security required for all major renovations or new construction of research facilities based on the University's Research Facility Security Policy and meetings with Environmental Safety and Building Security System.
- Copies of this Policy are available from the Department of Environmental Safety. A copy of this policy is appended below.

2. Security Policy

- The Project Manager and User representative should attend all Partnering sessions and design initiation meetings with the A/E.

3. UNIVERSITY OF MARYLAND, COLLEGE PARK - RESEARCH FACILITY SECURITY POLICY

This is a statement of official University of Maryland policy to define the security systems that will be installed in new research facilities, and to recommend security system upgrades in existing research buildings. First among the University's stated priorities is solidifying research activity at the University to establish the University as a premier national research university. The University cannot and will not be able to achieve its goal if it is not able to provide minimal security assurances to its own faculty and other researchers, private and public research sponsors, government agencies and corporations. This document is intended to demonstrate that the University takes seriously the security needs and interests of its researchers, understands the different risks involved in the wide variety of research conducted on the University campus, and is committed to taking reasonable measures to help assure the safety, well-being and security of research facilities, data and personnel.

4. Scope

- This policy describes a security performance standard for construction of new and renovation of existing research facilities. Minimum security requirements for all research facilities and additional requirements for areas with hazardous materials are addressed. This policy does not address measures necessary to protect expensive equipment, proprietary information, or a product. As a performance standard, this policy does not specify products or compliance details.

5. Responsibilities

- The Department of Environmental Safety (DES) shall:
 - Review and update policy annually.
 - Participate in pre-program meetings.
- Architecture, Engineering and Construction (AEC) shall:
 - Ensure that the recommendations in the Policy are incorporated in the construction of all new research facilities.
 - Include DES, Building Security Systems, and users in pre-program meetings.
 - Provide training in use of security systems as part of commissioning process.
 - Incorporate reference to Policy into the intrusion detection paragraph of the Design Criteria Facility Standards Manual.
 - Involve representatives from DES and Building Security in review if there are changes in users or Program affecting the design of the research facility.
- The users of the facility shall:
 - Accurately identify functional use of space during planning meetings.
 - Train personnel to use security measures responsibly.
 - Monitor appropriate use of security systems.
- The Building Security Systems Office shall:
 - Determine the specific type and brand of hardware that corresponds with recommendations in this policy.
 - Participate in pre-program meetings.

6. Policy

- New Construction
 - All new research facilities will incorporate the following basic facility design features.
 - Segregate public access areas from research areas.
 - Locate general access areas (classrooms and conference rooms) on lower floors.
 - Locate research laboratories on upper floors, except for laboratories that may use explosive materials.
 - Perimeter security
 - Electric locks on all exterior doors.
 - Card readers on all exterior access doors.
 - Security of ground level windows will be achieved by use of either
 - Window grills, or
 - Electronically protected glass in operable windows.
 - Exterior lighting to provide appropriate illumination.
 - Alarms on roof maintenance doors
 - Automatically activated at night, deactivated during daytime.
 - Connected to University Police and audible at site.
 - Elevator/stairwell security
 - Stairwell doors to public access areas on lower floors will not have locks.
 - Card readers and electric locks on stairwell doors to research areas. Under conditions specified by the State Fire Prevention Code, some stairwell doors must unlock and allow access from the stairwell to the floor when the fire alarm is activated.
 - Card readers in elevators to research areas.
 - All new high risk research facilities (i.e., research facilities that house animals, containment laboratories or greenhouses; store select agents or acute toxins; or involve the use of radiation hazards) will:
 - Incorporate the basic facility design features set forth in Part I. A (outlined in “New Construction”)

- Incorporate additional security features, on a case-by-case basis, that are identified during planning meetings as necessary by the users, AEC, Building Security Systems, and DES; for example:
 - Perimeter and elevator/stairwell security: Alarm wired to University Police or installation of camera monitors.
 - Doors to individual research laboratories: electric lock and card reader on laboratory doors or pre-wiring of some general laboratory doors for installation of card readers at later date if needed.

7. Existing Buildings

- In conjunction with scheduled renovation, all existing research facilities will be upgraded to incorporate the basic facility design features set forth in Part I.A A (outlined in “New Construction”)
- Prior to renovation users, AEC, Building Security Systems, and DES will meet to determine, based on the projected use of the building, whether additional security features are needed.
- It is recommended that there be an automatic safety review of renovation plans by appropriate departments, including DES and Building Security System.

8. Information

- The Department of Environmental Safety and the Building Security Systems Office will provide guidance for implementation of this policy.