

DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY  
**DIVISION OF PROTECTIVE SERVICES**  
**CAPITOL POLICE**


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KEVIN J. FOREMAN  
DIRECTOR

JACK C. CHAMBERS  
DEPUTY DIRECTOR

**MEMORANDUM**

**TO:** David L. Roach, Executive Director  
WV School Building Authority

**FROM:** Matthew Brown, Security Systems Manager   
Division of Protective Services  
Department of Military Affairs and Public Safety

**DATE:** **August 24, 2017**

**SUBJECT:** Security Assessment

At your request, Officer Casey Harnas and I have performed a security assessment of your office space at 2300 Kanawha Boulevard, East. As is the practice with assessments, we have documented and formulated the findings and subsequently developed basic recommendations to create a more secure working environment for your employee's and visitors. The recommendations have been broken down into three separate and distinct topics: structural, technical, and procedural/policy.

The ***Structural Recommendations*** are more or less a punch list of facility deficiencies that should be addressed by contractors and your staff. The items can most likely be quickly addressed and should be completed prior to any technical tasks being undertaken. Any potential vendor of the technical solutions should view the finished product of the structural recommendations in order to develop a valid quote for goods and services. Examples of mirror types have been included in the packet.

The ***Technical Recommendations*** address issues related to access control to the building. I would suggest you contact Electronic Specialty Co to get a price quote and base line specifications for both the card access and Airphone intercom applications. Again, examples of the intercom application are included in the packet

The ***Procedural/ Policy Recommendations*** are items that will that will help in managing a secure workplace.

We are available to attend the next Authority meeting, if you desire to discuss our recommendations, do not hesitate to contact me at 558-9911.

**Attachments**

cc: Kevin Foreman, Director, Capitol Police  
Jack Chambers, Deputy Director, Capitol Police  
Officer Casey Harnas, Capitol Police

File: 2018-039

## 2300 Kanawha Boulevard - School Building Authority

### Findings

Building is owned by the school building authority

Three story converted residence

Attic and basement are used for storage, basement is accessed thru an outside stairwell and a pad locked door. Basement is only access during daylight hours. There has been evidence of people sleeping outside the basement door

Front and back door are traditional key locked, both doors swing in

Door off of work room on the first floor is key and deadbolt locked, is used for deliveries or for ADA access. Door swings in

There is no emergency crash bar door

There are other locked doors on the ground floor that are not keyed, only open from the interior Janitorial is via WVARF. Cleaners work outside of business hours and not on a set schedule.

Employees are not certain who or when the contracted cleaners are there.

Grounds are maintained by Valley Gardens

Some ground floor windows are draped, some ground floor windows have blinds and some ground floor windows have no covering

Office hours are 8 AM to 4:30 PM. First employees in, unlock the front and back doors and disarm the security system, typically around 7:30 AM. Front and back doors are locked at 4:30 PM and the security system is armed

Alarms for security and fire go to a service provider

At the direction of the Executive Director, when a male is not on the premises, front and back doors remain secured

Back door has a set of bells on the door handle that jingle when the door is opened. Bells can be heard in the Executive Assistant's Office on the ground floor and by the Financial Assistant, whose desk is at the top of the stairs.

Front door is in full view of the Executive Assistant, door is heavy and when it is opened, the door is also heard by the Financial Assistant, whose desk is at the top of the stairs.

The Board Room/ Conference room is on the ground floor. There is a small holding area across from the Board Room and a small kitchen and rest rooms. Executive Director and his Executive Assistant are also located on the ground floor. There is a work room at the back of the building. (2 FTE)

Architectural Services and Financial Services are located on the second floor (8 FTE). There is a small kitchen on the second floor and restrooms (ladies is ADA compliant)

There is an old service elevator that is used to move supplies floor to floor and also if an individual cannot traverse the stairs

All employees have keys to the front and back door. Board members do not have keys.

Contract cleaners have a key to the front and back door

If a controversial issue is on the Board Agenda, the meeting is moved to the WV Lottery building.

## **2300 Kanawha Boulevard - School Building Authority**

Building has minimal visitor traffic. Most visitors have advanced appointments. First time visitors are usually seen in the Board/Conference Room

Exterior lighting is questionable. Rear of building does have motion detection lights. Lights on the front walkway are in operable. Most probably a wiring issue. Flood lights are inoperable, motion sensitive lights on rear parking area are operable

Executive Director would like card access to the facility

Executive Director would like a video I-Phone on the front door ringing to the Executive Assistant and the Financial Assistant

Parking lot can accommodate 6-8 vehicles and it is first come first serve, others park on the street. Early arrivers usually park on the street

Employee utilize cars out of the State fleet when they need to travel. The Authority is considering getting a permanent fleet vehicle that will take up one of the permanent parking spaces

Facility does not have regular evacuation drills

Joyce Vangilder is the sole point of contact for after hour emergencies such as fire or burgular

## 2300 Kanawha Boulevard - School Building Authority

### Recommendations - Structural

External flood lights on Kanawha Boulevard side need to be repaired and put in operation. Flood lights should be on a dusk to dawn timer

Workroom exterior door needs to have its swing orientation changed to swing out. A crash bar needs to be installed on this door to allow an emergency crash out

All ground floor windows need to have see out/no see in film installed

The Cellar steps need to be secured with an 8 foot decretive door at the top of the steps. Door frame needs to be installed that allows the stairway to be secured from the north side. **Note: as a courtesy notify the Charleston Historic Buildings Commission of this activity.**

An observation mirror needs to be installed on the archway in the hallway to the back door that will allow the Executive Assistant to the Director to have a visual on the back door.

### Recommendations - Technical

Access controls need to be installed on the front and rear entry doors. To maintain architectural sensitive nature of the building, front door reader needs to be installed on the interior of the door on a bar four feet from the bottom at the glass point. Rear door reader can be traditional box on the side of the building. Electronic strike locks need to be installed on the doors. Both doors need to have interior motion sense scanners installed that will unlock the doors when motion is sensed.

Access controls will be integrated into the existing Lenel OnGuard system for the State Capitol.

Video Air Phone technology needs to be installed on front and rear main entry doors that allows both the Executive Assistant and the Senior Financial Assistant to have audio and visual monitoring of the doors and remote release of the locking mechanism

Contact Les Milam at Electronic Specialty Company (304-766-6277) for detailed specifications for both the Access controls and intercom applications. He can also provide information for 3 electrical firms that can actually bid on the work.

## **2300 Kanawha Boulevard - School Building Authority**

### **Recommendations – Procedural**

Contracted cleaning staff needs to start their shift during normal working hours. A 3PM start time would be suggested

Building emergency procedures need to be tested. Fire drills need to be on an annual basis and the Charleston Fire Prevention Bureau needs to be involved.

Emergency procedures flip chart needs to be displayed where all employee have access (attached)

All employees need to display employee photo ID's when on the premise. Visitor should be issued visitor badges, even though they are being escorted

Develop an afterhours emergency call down list that is at least 3 deep.