

ATTACHMENT E

Security Assessment

I contacted a local company that performs security audits on buildings. RETA is a physical security consulting firm that works with schools and park districts.

Security

Paul Timm <paul.timm@feapc.com>

Thu 1/3/2019 2:50 PM

To: Mary Beth Harper <marybeth.harper@elmlib.org>;

Mary Beth,

Happy New Year.

Thanks for your contact/interest. I have actually been to your library. It's very nice. J

Our physical security assessment addresses the following areas:

Deterrence - Deterrence is any preemptive action, reaction, administrative capability, or design, which moderates a threat or act. It reduces the motivation of adversaries, i.e., discourages, hinders, impedes, restrains (discouraging unauthorized actions). The following areas will be evaluated and recommendations will be made:

- Signage
- Exterior & Interior
 - Site – contraband warning, trespassing and prohibition policies
- Exterior Lighting
- Landscaping

Detection - Detection is sensing and assessing unauthorized acts in a timely manner. Unauthorized acts may use either force or deceit tactics. Detection may be accomplished by personnel or hardware such as alarm sensors, access control devices, and assessment (recognizing unauthorized actions). The following areas will be evaluated and recommendations will be made:

- Duress
- Sensors
- Access Control
- Video Surveillance
- Intrusion Detection
- Communications

Delay - Delay is a physical barrier that slows and impedes an unauthorized act after it has been detected (slowing unauthorized actions). The following areas will be evaluated and recommendations will be made:

- Facility
- Offices
- Gathering Areas (e.g. conference rooms)
- Utility Rooms
- Miscellaneous

Response - Response is the ability of responsible personnel to arrive at the scene of an unauthorized act (incident) in time to thwart the person(s) attempting the violence or damage (reacting to unauthorized actions).

The following areas will be evaluated and recommendations will be made:

- Standard Operating Hours
- Emergency Supplies
- Evacuation Maps

The results of the assessment and analysis are used to develop a unique plan based on needs and priorities in a phased approach to level expenditures for improvements.

Deliverable: An Assessment Report that includes findings, relevant photographs, and prioritized recommendations for the facility.

Our assessment fee is usually in the neighborhood of \$1500. Developing an emergency plan and staff instruction would additional fees.

Please call me to discuss.

Regards,

Paul Timm, PSP

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