DEFINITIONS:
CRITICAL AREAS AND SYSTEMS - The areas that house systems that if damaged or compromised could have significant adverse consequences for the facility, operation of the facility, or mission of the agency or its occupants and visitors. Critical areas do not necessarily have to be within Government-controlled space (e.g., generators, air handlers, electrical feeds which could be located outside Government-controlled space).

SENSITIVE AREAS – Sensitive areas include patient care spaces, or any area that houses medical, mental, or other services that require patient privacy. Sensitive areas are primarily housed within Government-controlled space.

SITES AND EXTERIOR OF THE BUILDING

IDENTIFICATION AS FEDERAL FACILITY (SHELL)

- The lessor shall not post signage identifying a facility as a Federal facility unless necessary to achieve the mission of the tenants, or when the facility is readily identified or well-known as a government facility, as approved.

LANDSCAPING (SHELL)

- The Lessor shall minimize areas of concealment in and around facilities. Establish a clear zone around barriers or fences, and restrict landscaping from obstructing views of the security force and CCTV cameras, or interfering with lighting or IDS.

PEDESTRIAN ACCESS TO SITE: **(SHELL):**
No special measures required.

VEHICLE ACCESS POINTS:

- Level II (SHELL): No special measures required.
- Level III (SHELL or TI): Limit the number of vehicle access points. Provide CCTV coverage.

SITE LIGHTING:

- Level II (SHELL): Install exterior lighting at entrances, exits, parking lots, garages and CCTV locations.
- Level III (TI): Additional lighting for walkways from parking areas to entrances.

RESTRICTED AREAS OR SIGNIFICANT AREAS AND ASSETS: (SHELL)
Use trees, hedges, berms, or any combination of these elements to create buffer zones to separate public areas and other functions.

SIGNAGE – SENSITIVE AREAS: (SHELL)
Prohibit signs that identify sensitive areas, unless required by other standards/codes.

CONTROL OF PARKING:

- Level II (SHELL): No special measures required.
- Level III (TI OR SHELL): Control vehicle access to underground/in-building parking.

AUTHORIZED PARKING:

- Level II (SHELL): No special measures required.
- Level III (SHELL): Limit parking to employee vehicles, authorized visitor vehicles, approved government vehicles, and other authorized parkers.

VEHICLE ACCESS TO CONTROLLED PARKING:

- Level II (SHELL): Designate employee and visitor parking areas.
- Level III: (TI): Use vehicle gates to limit access of vehicles to authorized vehicles only.

VEHICLE BARRIERS:

- Level II (SHELL): No special measures required
- Level III (TI): The Lessor shall ensure vehicle barriers are provided to protect pedestrian and staff entrances to the facility from penetration by a vehicle meeting.
    - In addition, anti-ram barriers shall be installed to protect any portion of the facility wall exposed to a perpendicular vehicular roadway length equal to or greater than 200 feet on which a vehicle can achieve a high approach speed. Anti-Ram rated barriers can be natural or manmade.

VEHICLE SCREEENING:

- Level II (SHELL): No special measures required
- Level III (TI): Screen visitor vehicles before entry into the controlled parking area.

PEDESTRIAN ACCESS TO CONTROLLED PARKING AREAS:

- Level II (SHELL): Minimize areas of concealment in and around parking areas.
- Level III (TI): Monitor pedestrian access to parking areas utilizing security force and/or CCTV.

HAZARDOUS MATERIALS (HAZMAT) STORAGE:

- Level II (SHELL): Locate HAZMAT storage in a restricted area away from loading docks, entrances, and uncontrolled parking.
- Level III (TI and SHELL): Locate HAZMAT storage in a restricted area away from loading docks, entrances, and uncontrolled parking. Monitor storage area using IDS and/or CCTV. Control access to areas.

RECEPTACLE AND CONTAINER PLACEMENT:

- Level II (SHELL): Position trash containers, mailboxes, vending machines, or other fixtures and features that could conceal devices away from building entrances.
- Level III (TI and SHELL): Position trash containers, mailboxes, donation/recycle containers, vending machines, etc., away from building exterior and entry points, or implement blast containment measures to mitigate an explosion.

STRUCTURAL SECURITY CRITERIA

BLAST RESISTANCE-WINDOWS:

- Level II (SHELL): No special measures required.
- Level III (TI): Utilize acceptable fragment retention film or preferred glazing systems to reduce the glass fragmentation hazard. Use Appendix B Criteria.
    - Glass shall have shatter-resistant material not less than 0.18 millimeters (7 mil) thick– Film composite strength and elongation rate measured at a strain rate not exceeding 50% per minute shall not be less than the following:
        - Yield Strength: 12,000 psi
        - Elongation at yield: 3%
        - Longitudinal Tensile strength: 22,000 psi
        - Traverse Tensile strength: 25,000 psi
        - Longitudinal Elongation at break: 90%
        - Traverse Elongation at break: 75%

BLAST RESISTANCE: FAÇADE AND STRUCTURE:

- Level II (SHELL): Use construction materials which have inherent ductility and which are better able to respond to load reversals (e.g., cast in place reinforced concrete column construction).
- Level III (TI): Use a combination of setback, site planning, façade hardening, and structural measures to provide a medium level of façade protection.

BLAST RESISTANCE: PROGRESSIVE COLLAPSE: THREE STORIES AND HIGHER:

- Level II (SHELL): Use construction materials which have inherent ductility and which are better able to respond to load reversals (e.g., cast in place reinforced concrete and steel construction).
- Level III (TI): For buildings higher than three stories, use a combination of setback, site planning, façade hardening, and structural measures to prevent progressive collapse from the DBT or the loss of any single exterior column or load-bearing wall, whichever is lower.

BLAST RESISTANCE – UNDER BUILDING PARKING: Under building parking is highly discouraged. However, if under building parking is required; the Lessor will ensure access to under building parking is limited with the Lessors guarantee that all parking under the structure will be controlled through active screening or another access control method to ensure only authorized, vetted personnel may park under the building. No public parking access will be allowed.

- Level II (SHELL): Use construction materials which have inherent ductility and which are better able to respond to load reversals (e.g., cast in place reinforced concrete column construction).
- LEVEL III (TI): Implement architectural or structural features, or other positive countermeasures (e.g., vehicle screening) that deny contact with exposed primary vertical load members in these areas. A minimum standoff of at least 150 mm (six inches) from these members is required.

BURGLARY RESISTANCE OF WINDOWS AND GLASS DOORS:

- Level II (SHELL): Lock and monitor via IDS all operable ground floor windows.
- Level III (TI or SHELL): No operable windows on ground floor level. Monitor via IDS.

WALLS AND NON-WINDOW OPENINGS:

- Level II (SHELL): No special measures required.
- Level III (TI): Protect non-window openings such as mechanical vents and exposed plenums to resist forcible entry.

WINDOWS IN CTRICIAL AREAS- BALLISTIC PROTECTION:

- Level II (SHELL): No special measures required.
- Level III (TI): Provide blinds, curtains, or other window treatments in critical areas that can be used to prevent visual observation into critical areas when temporary conditions warrant.

PROTECTION OF AIR INTAKES:

- Level II (SHELL): Provide emergency shutdown, SIP, and evacuation procedures, and secure accessible air intake grilles from tampering or removal.
- Level III (SHELL or TI): Provide emergency shutdown, SIP, and evacuation procedures, and protect accessible air intakes with fencing. Monitor with CCTV monitoring or security force patrols.

ISOLATED VENTILATION SYSTEMS:

- Level II (SHELL): No special requirements
- Level III (TI): Provide separate isolated HVAC systems in lobbies, loading docks, mailrooms, and other locations susceptible to CBR attack that are isolated from other building areas.

HVAC CONTROL:

- Level II (SHELL): Lessor shall develop written procedures for the emergency shut-down or exhaust of air handling systems.
- Level III (TI or SHELL): Install an emergency shut-off and exhaust system for air handlers. Control movement of elevators and close applicable doors and dampers to seal building.

BIOLOGICAL FILTRATION – GENERAL BUILDING:

- Level II (SHELL): No special measures required
- Level III (TI or Shell): Use a Minimum Efficiency Reporting Value (MERV) 10 particulate filter on all exterior air handling units (AHUs).

BIOLOGICAL FILTRATION – LOBBIES AND MAILROOMS:

- Level II (SHELL): No special measures required.
- Level III (TI or SHELL): Use a MERV 13 particulate filter on all AHUs in mailrooms and lobbies.
- **SECURITY OF VENTILATION EQUIPMENT AND CONTROLS: Level II and III (SHELL):** The lessor shall protect the system controls from unauthorized access.

EMERGENCY GENERATOR PROTECTION: (SHELL):

- If an emergency generator is used, secure against unauthorized access and locate the emergency generator and fuel tank at least 25 feet away from loading docks, entrances, parking, or implement standoff, hardening, and venting methods to protect utilities.

PROTECTION OF WATER SUPPLY:

- Level II (SHELL): No special measures required
- Level III (SHELL or TI): Secure handles, control mechanisms, and service connections at onsite publicly accessible locations with locks or other anti-tamper devices.

FACILITY ENTRANCES AND LOBBY

If the leased Space is **greater than 75% of the space in the Building** (based upon ABOA measurement), the requirements of FACILITY ENTRANCES AND LOBBY Section below **shall apply to the entrance of the Building**. If the leased Space is **less than or equal to 75% of the space** in the Building (based upon ABOA measurement), then the requirements of FACILITY ENTRANCES AND LOBBY Section below **shall apply to the entrance of the leased Space.**

BADGE IDENTIFICATION SYSTEM: (SHELL)

- Require agency photo ID that is worn and visible at all times when in government controlled space.

SECURING CRITICAL AREAS (SHELL)

- The Lessor will secure areas designated as Critical Areas to restrict access:
  - Keyed locks, keycards, or similar security measures shall strictly control access to mechanical areas. Additional controls for access to keys, keycards, and key codes shall be strictly maintained. The Lessor shall develop and maintain accurate HVAC diagrams and HVAC system labeling within mechanical areas.
  - At a minimum, Lessor shall secure building common areas including sprinkler rooms, electrical closets, and telecommunications rooms.

DESIGNATED ENTRANCES: (SHELL):

- The Government shall have a designated Main Entrance.

EMPLOYEE ENTRANCES: (SHELL):

- The Lessor shall ensure staff entrances are located independently of main entrance lobbies and be convenient to staff parking. Employee entrances shall be equipped with access control, visual monitoring devices, and intrusion detection system.

REGULATORY SIGNAGE: (SHELL):

- Post necessary regulatory, statutory, and/or site specific signage.

EMPLOYEE ACCESS CONTROL: (SHELL):

- Provide a means to secure employee entrance doors and to verify the identity of persons requesting access prior to allowing entry in the facility by physical or electronic means.

VISITOR ACCESS CONTROL:

- Level II (SHELL): Require visitors to nonpublic areas be sponsored by a tenant and either approved for unescorted access or escorted at all times.
- Level III (TI): Require visitors to nonpublic areas be sponsored by a tenant and either approved for unescorted access or escorted at all times. Require visitors to nonpublic areas display a visitor ID badge.

OCCUPANT SCREENING:

- Level II (SHELL): No special measures required
- Level III (TI): Use X-ray and metal detector to screen all occupants and their property that do not possess an acceptable ID for access to the facility. Establish a list of prohibited items, including potential weapons.

VISITOR SCREENING:

- Level II (SHELL): No special measures required
- Level III (TI): Screen all visitors and their property using X-ray and metal detector. Establish a list of prohibited items, including potential weapons.

BALLISTIC PROTECTION AT SCREENING LOCATIONS:

- Level II (SHELL): No special measures required
- Level III (TI): Consider providing body armor for security forces at access control points for personal protective measures to enhance survivability and permit response by security forces.

LOBBY QUEUING:

- Level II (SHELL): No special measures required
- Level III (TI): Minimize queuing caused by screening, visitor processing, and access control system throughput.

AFTER HOURS ACCESS CONTROL:

- Level II (SHELL): No special measures required
- Level III: (TI or SHELL): Require all employees, contractors, and visitors to sign in and sign out electronically, or on a building register after-hours.

LIMIT BUILDING ENTRY POINTS:

- Level II (SHELL): No special measures required
- Level III (TI or SHELL): Limit the number of building entry points to the fewest number practical.

ENTRANCE CO-LOCATION: (SHELL):
No special measures required.

PERIMETER/GOVERNMENT SPACE ENTRY DOORS AND DOOR LOCKS: (SHELL):

- Secure perimeter doors with non-removable hinges and high-security mechanical or electronic locks.
- Entrance Doors shall be capable of being remotely locked and unlocked from the reception desk or other designated position
    - Glass for entrance and egress doors shall have shatter-resistant material not less than 0.18 millimeters (7 mil) thick– Film composite strength and elongation rate measured at a strain rate not exceeding 50% per minute shall not be less than the following:
        - Yield Strength: 12,000 psi
        - Elongation at yield: 3%
        - Longitudinal Tensile strength: 22,000 psi
        - Traverse Tensile strength: 25,000 psi
        - Longitudinal Elongation at break: 90%
        - Traverse Elongation at break: 75%

CONTROL OF KEYS AND ACCESS MEDIA: (SHELL):

- Implement a formal key control program and electronically disable lost or stolen access media.

EMPLOYEE CONVENIENCE DOOR:

- Level II (SHELL): No special measures required.
- Level III (TI or SHELL): Provide electronic access control for employee entry doors without a security force post (including after-hours access) in conjunction with CCTV coverage.

EMERGENCY EXIT DOORS: (SHELL):

- Secure emergency exit doors using an automatic door closer and exit hardware that are compliant with applicable life safety codes and standards. Monitor all emergency exits via visual, electronic, or audible means.

DELAYED EGRESS: (SHELL):

- No special measures required.

INTERIOR SECURITY CRITERIA

SPACE PLANNING:

- Level II (SHELL): No special measures required
- Level III (TI): Locate critical systems and areas at least 25 feet away from loading docks, entrances, mailrooms, personnel and package screening locations, and uncontrolled parking, or implement standoff, hardening and venting methods to protect critical areas from the DBT at these locations.

ACCESS TO NON-PUBLIC/PROVIDER AREAS:

- The Lessor will create a protected partition between the leased space lobby and the non-public provider area in order to require visitors to be sponsored by a tenant and either approved for unescorted access or escorted at all times. The doors leading to the non-public area will meet the same specifications as the perimeter. The doors will have electronic locks to allow escorted visitors into the non-public space.
- Level II (SHELL): Use signage to designate nonpublic areas and establish procedures to prevent unauthorized access.
- Level III (TI or SHELL): Use signage, stanchions, counters, furniture, knee walls, etc., to establish physical boundaries to control access to nonpublic areas.
- Level IV (TI): Use signage, walls, IDS, and electronic access control and/or security force to establish physical boundaries to control access to nonpublic areas.

SECURITY OF CRITICAL AREAS SUCH AS PHARMACY OR NETWORK/SERVER ROOMS:

- Level II (SHELL): Lock doors to critical areas and establish procedures to limit access into critical areas to authorized personnel only.
- Level III (TI): Install electronic access control and IDS to control and monitor access into critical areas.

BUILDING SYSTEMS AND ROOF ACCESS:

- Level II (SHELL): Secure utility, mechanical, electrical, and telecom rooms, and access to interior space from the roof with high-security locks.
- Level III (TI): Secure utility, mechanical, electrical, and telecom rooms, and access to interior space from the roof using locks and IDS.

PUBLICLY ACCESSIBLE RESTROOMS:

- Level II (SHELL): Control access to public restrooms
- Level III (TI): Screen the public before accessing restrooms.

BLAST RESISTANCE – INTERIOR PUBLIC SPACES

- Level II (SHELL): Use construction materials which have inherent ductility and which are better able to respond to load reversals (e.g., cast in place reinforced concrete column construction)..
- Level III (TI OR SHELL): Implement architectural or structural features, or other positive countermeasures that deny contact with exposed primary vertical load members in these areas. A minimum standoff of at least 100 mm (four inches) is required..
- Level IV (TI): Utilize hardening and venting methods to prevent progressive collapse and limit air blast injuries in adjacent areas from the DBT in an area accessible to unscreened persons. Significant structural damage to the walls, ceilings, and floors of the public area may occur; however, the adjacent areas should not experience severe damage or collapse.

BLAST RESISTANCE – MAIL SCREENING AND RECEIVING LOCATION:

- Level II (SHELL): Use construction materials in the mail screening and receiving areas which have inherent ductility and which are better able to respond to load reversals (e.g., cast in place reinforced concrete column construction).
- Level III (TI): Implement architectural or structural features, or other positive countermeasures in the mail screening and receiving areas that deny contact with exposed primary vertical load members and/or lateral bracing members in these areas. A minimum standoff of at least 150 mm (six inches) is required.

INTERIOR WINDOWS: (SHELL):

- No special measures required.

SECURITY SYSTEMS CRITERIA

CCTV COVERAGE:

- Level II (SHELL): Provide CCTV coverage of personnel entrances and exits. Use Appendix B Criteria.
- Level III (TI): Provide CCTV coverage of screening checkpoints, personnel and vehicle entrances, exits, loading docks, and lobbies.

CCTV MONITORING AND RECORDING:

- Level II and III (SHELL): Record CCTV views using a digital medium.
- Level IV (TI): Provide alarm-activated CCTV monitoring. Record CCTV views using a digital medium.

SECURITY CONTROL CENTER:

- Level II and III (SHELL): No special measures required
- Level IV (TI): Provide an onsite central security control center, staffed during operating hours.

CCTV SURVEILLANCE ADVISORY: (SHELL):

- When CCTV is utilized, post signage at the entrance of the location.

INTRUSION DETECTION SYTEMS (IDS) COVERAGE: (SHELL):

- Provide IDS on perimeter entry and exit doors, and operable ground-floor windows.

INTRUSTION DETECTION SYSTEM (IDS) MONITORING:

- Level II (SHELL): Monitor at a central station with notification to a building manager or designated tenant POC.
- Level III (TI or SHELL): Monitor at a central station (onsite or offsite) with notification to law enforcement or security responders.

DURESS ALARMS OR ASSISTANCE STATIONS:

- Level II (SHELL): Implement duress procedures for emergency situations.
- Level III (TI): Provide duress buttons or call buttons at security force posts and sensitive public contact areas.

BUILDING COMMUNICATON SYSTEM:

- Level II (SHELL): No special measures required.
- Level III (TI or SHELL): Provide a communication system for security and emergency announcements.

EMERGENCY POWER FOR SECURITY SYSTEMS:

- Level II (SHELL): No special measures required.
- Level III (SHELL or TI): Provide uninterruptible emergency power to essential electronic security systems for a minimum of four hours.

SECURITY SYSTEM TESTING: (SHELL):

- Conduct security system performance testing annually and provide documentation.

SECURITY SYSTEM MAINTENANCE:

- Level II (SHELL): Implement a maintenance program for all security systems. Any critical component that becomes inoperable must be replaced or repaired within five business days.
- Level III (SHELL or TI): Implement a maintenance program for all security systems. Any critical component that becomes inoperable must be replaced or repaired within 72 hours.

SECURITY OPERATIONS AND ADMINISTRATION

FACILITY SECURITY PLAN: (SHELL):

- Develop a written Facility Security Plan that identifies security responsibilities, emergency contacts, response procedures for incidents, and contingency plans for temporary upgrades in accordance with the National Terrorism Advisory System.

SECURITY DURING CONSTRUCTION AND RENOVATION (SHELL):

- Develop and implement a Construction Security Plan.

PROTECTION OF CONSTRUCTION INFORMATION: (SHELL):

- Limit access to construction documents to those persons with an established need-to- know.