I. INTRODUCTION

On July 21, 2016 Keenan & Associates conducted a Threat and Physical Security (TaPS) Assessment for the Palomar Community College District, hereafter referred to as The District. The purpose of the TaPS Assessment is to identify potential security deficiencies or vulnerabilities to property loss, damage, violence, terrorist attacks or disruption of business.

V. SCOPE OF SERVICES

The purpose of the TaPS Assessment is to identify potential security deficiencies or vulnerabilities to property loss, damage, violence, terrorist attacks or disruption of business.

Examples of issues assessed during a typical TaPS inspection may include, but are not limited to:

- Alarm systems
- Mechanical surveillance
- Organized security
- Utilities security
- Landscaping
- Natural visibility
- Area lighting
- Access control
- Perimeter fence and gates
- Signage
- Parking lot security
- Housekeeping
- Visible identification
- Key control
- Doors and windows
- Cash handling procedures
- Public address capability
- Emergency communications

VI. SITES INSPECTED

The following sites were inspected during this assessment:

- Palomar College
  ESCONDIDO EDUCATIONAL CENTER
  PALOMAR COLLEGE CAMPUS

VII. SUMMARY

The Palomar campus is located in San Marcos CA. The city covers approximately 24.3 sq miles and has an approximate population of 93,000 persons. The area to the South and the West of the campus is comprised of commercial and residential properties. The area to the North and the East are primarily open undeveloped land.

The District's published annual security report indicates that the following crimes occurred on the Palomar campus during 2014:
1- Motor Vehicle Theft
1- Arson
2- Aggravated Assaults
2- Burglaries
2- Liquor Arrests
1- Drug Arrest
4- Weapons Arrests
1- Stalking Case

The State of California Department of Justice Megan's Law website shows 4 registered sex offenders living within a 2-mile radius of the Palomar campus (source: http://www.meganslaw.ca.gov).

The Escondido Campus is located in Escondido CA. The city covers approximately 37.4 sq. miles and has an approximate population of 147,000 persons. The campus is bordered on all four sides by commercial and residential properties.

The District's published annual security report indicates that no crimes occurred on the Escondido campus during 2014.

The State of California Department of Justice Megan's Law website shows 31 registered sex offenders living within a 2-mile radius of the Escondido campus (source: http://www.meganslaw.ca.gov).

The district is in the process of implementing incremental improvements to the existing mechanical surveillance system. This includes new hardware and software that will improve system performance. In addition, the district is adding camera enabled emergency call boxes in parking lots and at key locations across both campuses to increase safety.

The college offers day and evening classes at the Palomar Campus. Police services are provided from 0700 to 2300 hrs and while classes are in session. The campus police department is comprised of 12 sworn police officers, 25 non-sworn campus safety officers, and 6 dispatchers.

VIII. PHYSICAL SITE INSPECTION

Recommendations resulting from the site inspection are listed under Site Summary or under the individual site name in the tabbed section of this report. High priority finding and recommendations require immediate action. If not addressed, they are likely to result in serious loss, damage, or injury. Medium and Low priority findings and recommendations should be addressed as soon as possible. If not addressed, they are likely to result in minor to moderate loss, damage, or injury.

IX. IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

Location: Palomar College - PALOMAR COLLEGE
Priority: High
Description: It was noted that appropriate signage was not posted at all ingress/egress points at the site. Signage should clearly visible and should address things like mechanical surveillance, pets on campus, weapons on campus, or other applicable postings. Signage should also provide clear wayfinding for things like administrative offices and the police department. Signage should be increased at this site to cover all ingress/egress points

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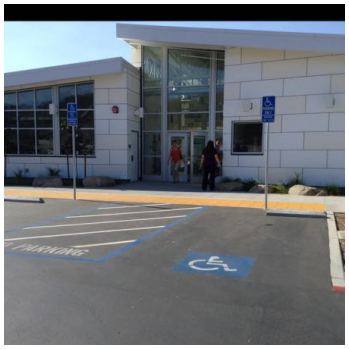
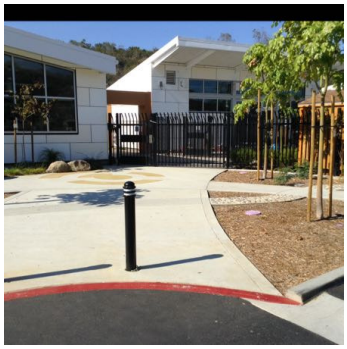
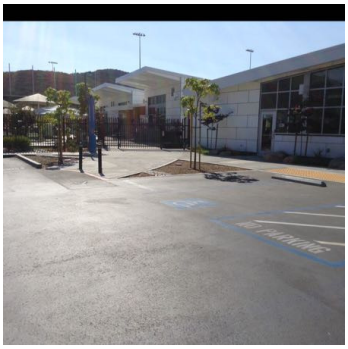
Location: Palomar College - PALOMAR COLLEGE
Priority: High
Description: This site is not equipped with a public address system. A public address system is a key piece of site safety equipment. Having the ability to broadcast site wide during a critical incident such as a lock down is imperative. This site should be equipped with a public address system.

Location: Palomar College - PALOMAR COLLEGE
Priority: High
Description: Per administration, the mechanical surveillance system in this area does not provide adequate and effective coverage. There is mechanical surveillance coverage in most district parking lots however the coverage is not comprehensive. There is minimal mechanical surveillance coverage of the campus interior and common areas. Consideration should be given to bolstering the district's mechanical surveillance system to include comprehensive coverage of all parking lots, common areas, and permissible building interior locations. Installing additional camera equipped emergency call stations (blue light poles) is a good way to increase mechanical surveillance as well as provide valuable duress call stations. A survey of the district's existing mechanical surveillance system should be conducted by a licensed contractor prior to implementing any system improvements. The contractor should provide recommendations and specifications for system expansion.

Location: Palomar College - PALOMAR COLLEGE
Priority: High
Description: Numerous areas were noted where pedestrian pathways intersect with adjacent roadways and no vehicle bollards were present. In many cases there was no curb or only a low curb between the roadway and the pedestrian path. A vehicle could be mistakenly or purposely driven form the roadway onto the pedestrian pathway with ease. It is recommended that this site be surveyed to identify vulnerable pedestrian path and roadway intersections. Vehicle bollards or other devices designed to prevent unauthorized vehicle access should be installed at all vulnerable areas..

Location: Palomar College - PALOMAR COLLEGE - CDC
Priority: High
Description: It was noted that there are no vehicle bollards installed between the parking lot or drop off loop and the front of the building. A vehicle could be mistakenly or purposely driven form the parking lot or drop off loop into the building. It is recommended that this area be equipped with vehicle bollards or other devices designed to prevent unauthorized vehicle access.

Location: Palomar College - PALOMAR COLLEGE - Police Department
Priority: High
Description: It was noted that the Police Department is equipped with one threat level III man portable shield. This shield does not provide adequate protection against most high power rifle rounds. It is recommended that the Police Department be equipped with at least two threat level IV man portable shields to be used in the event of a shooter incident.

Location: Palomar College - PALOMAR COLLEGE - Police Department
Priority: High
Description: Wearable threat level IV body armor is designed to be quickly deployed over the top of level IIIA soft body armor during a critical incident. Threat level IV body armor provides the highest level of protection currently available and is effective against most high power rifle rounds. It was noted that Police Department is not equipped with wearable threat level IV body armor. Consideration should be given to equipping each Police Department patrol car with wearable threat level IV body armor to be used when responding to a critical incident such as an active shooter.

X. GENERAL RECOMMENDATIONS

Location: Palomar College
Priority: Medium
Description: It was noted that building numbers are not marked on roof tops at this site. Parking lots are also not marked with lot numbers that would be visible from the air. Consideration should be given to marking building numbers on the top of all site buildings. Lot numbers should be marked on all parking lots. This will help air support to assist law enforcement officers during critical incidents.

Location: Palomar College
Priority: Medium
Description: Utilization of emergency call stations is an effective was to increase safety for students, staff and visitors, however, lack of existing infrastructure can make installation of emergency call stations cost prohibitive. Emergency call apps offer an alternative to conventional hard-wired emergency call stations. These apps are cost-effective and do not require additional infrastructure. Consideration should be given to implementing an emergency call app to improve overall safety for district staff, students and visitors.

Location: Palomar College
Priority: Low
Description: Automated license plate readers are an effective way to identify things like stolen vehicles or wanted vehicles entering the site. They can also be used for roll back purposes to see who was on site during the time that a crime or emergency occurred. This is valuable at college sites where unattended parking lots can become prime locations for criminal activity, especially during off hours. Consideration should be given to installing fixed license plate readers at all vehicle ingress points at both college sites.

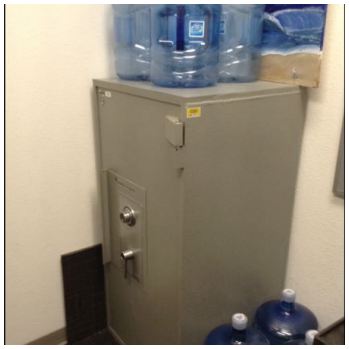
XI. SITE SPECIFIC RECOMMENDATIONS

Location: Palomar College - ESCONDIDO EDUCATIONAL CENTER
Priority: Medium
Description: Utilization of emergency call stations is an effective was to increase safety for students, staff and visitors. It was noted that emergency call stations are not available in this area. Consideration should be given to installing emergency call stations in this area.

Location: Palomar College - ESCONDIDO EDUCATIONAL CENTER
Priority: Medium
Description: There are currently 5 cameras installed at this site. Per administration the existing mechanical surveillance system in this area does not provide adequate and effective coverage. Consideration should be given to increasing mechanical surveillance coverage in this area. A survey of the existing mechanical surveillance system should be conducted by a licensed contractor prior to implementing any system improvements.

Location: Palomar College - ESCONDIDO EDUCATIONAL CENTER - Enrollment Services
Priority: Medium
Description: The cash transaction points in this area are not equipped with an adequate barrier that provides physical separation from the public. It is recommended that the cash transaction points in this area be equipped with ballistic glass in order to increase employee safety and reduce the risk of unauthorized access to this area.

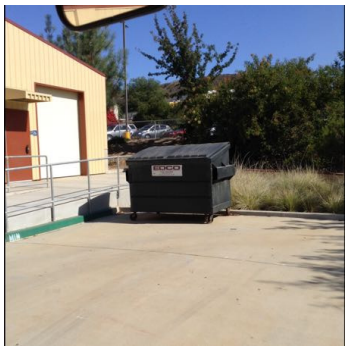
Location: Palomar College - ESCONDIDO EDUCATIONAL CENTER - Enrollment Services
Priority: Medium
Description: The safe in this area should be secured directly to the concrete floor in order to prevent easy movement. The safe manufacturer can provide information on appropriate hardware and procedures for mounting the safe.



Location: Palomar College - PALOMAR COLLEGE
Priority: Medium
Description: Utilization of emergency call stations is an effective was to increase safety for students, staff and visitors. It was noted that there are no emergency call stations located in Lot 14 near the church.

Consideration should be given to adding emergency call stations in Lot 14 as well as increasing the number of emergency call stations in other site parking lots.

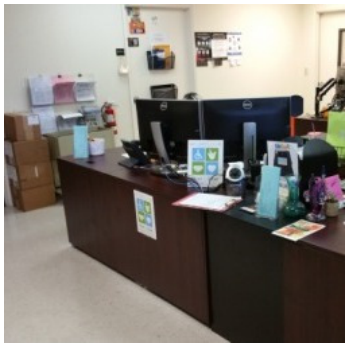
Location: Palomar College - PALOMAR COLLEGE
Priority: Medium
Description: Rolling dumpsters and trash containers are not being secured in a manner that prevents them from being moved near building exteriors. This increases the possibility of an arson related fire. Trash containers should be stored away from site buildings and secured in a manner that prevents them from being moved against buildings.



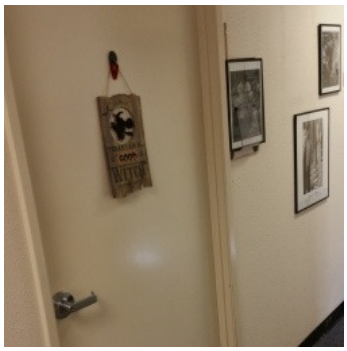
Location: Palomar College - PALOMAR COLLEGE
Priority: Medium
Description: The landscaping at this site is overgrown. Overgrown landscaping obstructs natural surveillance and provides areas of concealment for persons engaged in criminal activity. (i.e. crimes against the person and crimes of property). It is recommended that landscaping be maintained a minimum of seven feet above ground level or below three feet above ground level to provide good natural surveillance and reduce areas of concealment.

Location: Palomar College - PALOMAR COLLEGE
Priority: Medium
Description: It is important that the college can properly lock down the site in the event of a serious incident or emergency.It was noted that none of the 5 vehicle entrances to the site are equipped gates that can be closed to to restrict vehicle traffic. It is recommended that vehicle gates be installed at all 5 entrances to the site allowing it to be locked down to vehicle traffic if necessary.

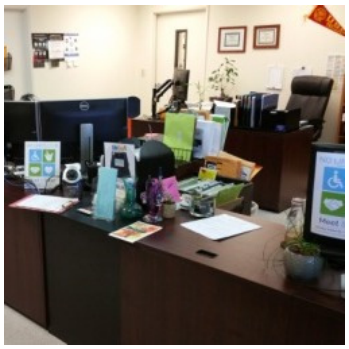
Location: Palomar College - PALOMAR COLLEGE - DRC Building
Priority: Medium
Description: This office is not equipped with an adequate barrier that provides physical separation between the front lobby and staff. The lack of an adequate barrier increases the possibility of unauthorized access to the controlled area of the office. Effective barriers such as reception counters can reduce the possibility of unauthorized access to restricted areas and reduce the potential for conflict or workplace violence incidents by creating physical separation. Consideration should be given to equipping this area with a high reception counter or a customer service window that that restrict access to non-authorized persons



Location: Palomar College - PALOMAR COLLEGE - DRC Building
Priority: Medium
Description: Patients are seen, one on one, in the rooms located at the rear of this office. The patient office doors lock from inside and there are no windows in the doors. If a patient becomes violent in one of the patient offices there is no way for staff to discreetly alert others or summons help. 1. It is recommended that the patient offices be equipped with some type of duress alarm that notifies others in the office when a patient becomes violent. 2. Master keys for all patient office doors should be kept at an easily accessible location in the office in order to ensure quick access to those areas in an emergency. 3. Patient office doors should be equipped with windows that provide a clear view from outside the room. These steps will increase safety for staff working one on one with patients in these offices.



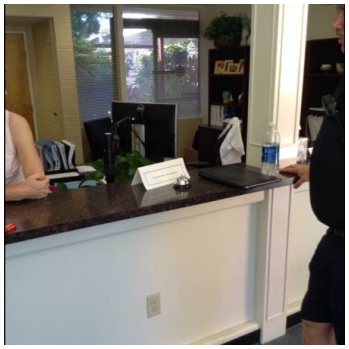
Location: Palomar College - PALOMAR COLLEGE - DRC Building
Priority: Medium
Description: It was noted that the door separating the front lobby and the controlled area where patient offices are located was unlocked. It is recommended that this door remains locked during business hours. This will reduce the possibility of unauthorized access to the controlled area and will increase safety for staff and patients.



Location: Palomar College - PALOMAR COLLEGE - Human Resources
Priority: Medium
Description: This area is equipped with a low swinging door The door remains unlocked during business hours. The door does not provide an adequate barrier to prevent the public from accessing the restricted area. The low swinging door should be replaced with a full height door. The door should remain locked from the

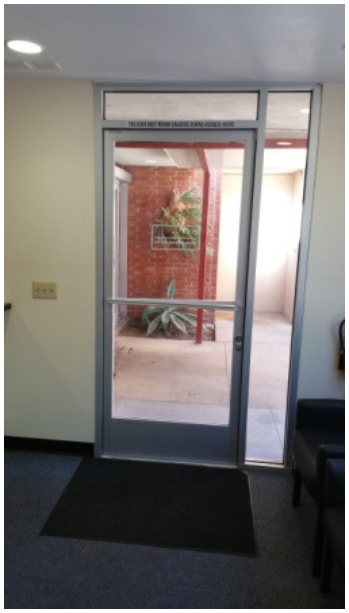
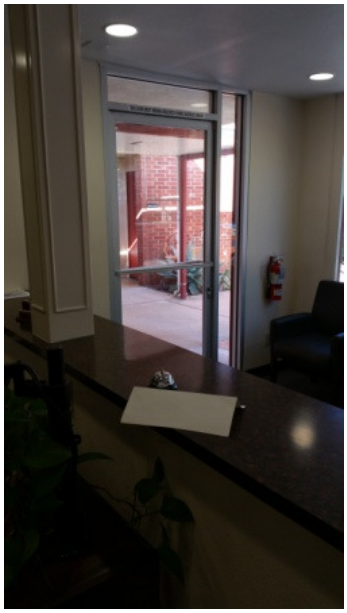
inside during business hours. This will reduce the possibility of unauthorized access to the restricted area and reduce the potential for theft or workplace violence incidents by creating a physical separation.

Location: Palomar College - PALOMAR COLLEGE - Human Resources
Priority: Medium
Description: The reception counter height in this area is low. It does not provide an adequate barrier between the public area and the staff area. This increases the possibility of unauthorized access to the staff area behind the counter. Consideration should be given to installing a customer service window in this area. The window should be impact resistant -or- ballistic grade material to provide adequate protection. This will increase staff safety and reduce the potential for workplace violence incidents.

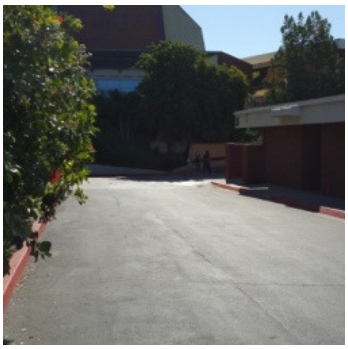


Location: Palomar College - PALOMAR COLLEGE - Human Resources
Priority: Medium
Description: The Human Resources department is considered sensitive / high risk area because it presents an elevated risk of workplace violence incidents. It is recommended that sensitive / high risk areas be equipped with a duress alarm system. Training should be conducted regularly to ensure that staff is familiar with the function duress alarm system and the location of duress alarm activation button(s).

Location: Palomar College - PALOMAR COLLEGE - Human Resources
Priority: Medium
Description: This office is considered a sensitive area. It is not uncommon to have only one staff member working in this office at a time. The door to this office remains unlocked during business hours. Consideration should be given to installing a remotely controlled door lock at this location. The door would remain locked during business hours and could be remotely unlocked by the staff member(s) working inside. This will increase safety for staff member(s) working in this area.

Location: Palomar College - PALOMAR COLLEGE - Parking Lot 6
Priority: Medium
Description: Parking lot 6 is no longer available for staff or student parking. The lot is used for delivery only. The district continues to struggle with unauthorized parking in this area. It is recommended that appropriate "No Parking" signage is posted at the entrance to parking lot 6. Consideration should also be given to installing an automatic vehicle gate at parking lot 6. this will make it easier to controll access to that area.



Location: Palomar College - PALOMAR COLLEGE - Police Department
Priority: Medium
Description: The district utilizes a third party vendor to monitor burglary and duress alarms. This delays police response for alarm activations. Consideration should be given to having the district police department monitor burglary and duress alarms in order to reduce response times. This would take effect after the police department moves into the new police building.

Location: Palomar College - PALOMAR COLLEGE - Police Department
Priority: Medium
Description: The safe in this area should be secured directly to the concrete floor in order to prevent easy movement. The safe manufacturer can provide information on appropriate hardware and procedures for mounting the safe.

Location: Palomar College - PALOMAR COLLEGE - Police Department
Priority: Medium
Description: It was noted that the Police Department is not equipped with breaching tools. Common beaching tools such as Halligan bars allow police to effectively and quickly breach door or window barricades in an emergency situation. It is recommended that the Police Department be equipped with standard breaching tools to be used in emergency situations.

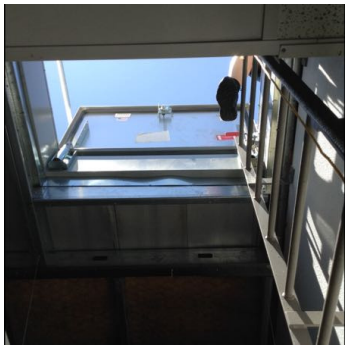
Location: Palomar College - PALOMAR COLLEGE - Police Department
Priority: Medium
Description: Tactical response trauma kits are an important piece of safety equipment for first responders. It was noted that the Police Department is not equipped with tactical response trauma kits. Consideration should be given to issuing police officers tactile response trauma kits -or- equipping all Police Department patrol cars with tactile response trauma kits.

Location: Palomar College - PALOMAR COLLEGE - Police Department Rm CP-16
Priority: Medium
Description: This room is located in the police department building interior. The room contains a safe used for money storage as well as the lost and found repository. It was noted that the door is not equipped with a lock. It is recommended that the door to this room be equipped with an appropriate lock.

Location: Palomar College - PALOMAR COLLEGE - Theater
Priority: Medium
Description: Areas where money transactions occur and / or where staff deals directly with the public are considered high risk areas because they present an elevated risk of workplace violence incidents. It is recommended that high risk areas are equipped with a duress alarm system. Training should be conducted regularly to ensure that staff is familiar with the function duress alarm system and the location of duress alarm activation button(s).

Location: Palomar College - PALOMAR COLLEGE - Theater
Priority: Medium
Description: This area is not equipped with a burglary alarm system. Cash is occasionally stored in a safe in this area overnight. It is recommended that a burglary alarm system be installed in this area. The alarm should minimally provide doors and interior motion coverage.

Location: Palomar College - ESCONDIDO EDUCATIONAL CENTER
Priority: Low
Description: Roof hatches should be secured from inside the building in order to reduce the possibility of unauthorized access to the building.



Location: Palomar College - PALOMAR COLLEGE - Automotive Tech.
Priority: Low
Description: There are several large semi trucks and other equipment parked near the automotive tech building. The district should ensure that these vehicles and equipment are secured in a way that prevents them from being operated by unauthorized persons. This may include implementing a strict key control policy and removing batteries from vehicles and equipment so they can not be started.

Location: Palomar College - PALOMAR COLLEGE - Police Department
Priority: Low
Description: It was noted that police department patrol cars are not equipped with man portable ballistic shields. During a dynamic incident such as an active shooter, first responding officers should have immediate access to a ballistic shield The police department should consider equipping each patrol car with a man portable ballistic shield. This will provide officers with immediate access to increased ballistic protection when responding to dynamic incidents such as an active shooter. The police department should ensure that all officers are adequately trained in the use of ballistic shields.