Sister Ellen, principal at St. Bartholomew School, was shocked when she walked into her school’s computer room on a Monday morning in October 2006. While the desks and chairs were still in the room, Sister saw only dangling wires and computer cables where the computers should have been. Sister stared in shock as the reality sank in that all 20 of the new computers donated to St. Bartholomew were gone.

Sister Ellen called the local police and Detective Hendrixson soon arrived. Detective Hendrixson searched the school thoroughly, but found no signs of forced entry. He questioned Sister Ellen who assured him that the school was locked after Friday’s extracurricular activities.

During the interview, he learned that St. Bartholomew School had a poor key control policy. In fact, Sister was unable to account for several keys that had not been turned in by staff members. Detective Hendrixson concluded that the school’s computers had been taken by an individual who had used one of the missing keys.

Along with the coverage component of HSB’s program, they also provide numerous services including inspection, engineering, technical and risk management. You can help mitigate or even alleviate the risk of loss by implementing appropriate procedures for your equipment to include: following start up, shut down and maintenance guidelines, and keeping good maintenance logs. Samples of maintenance logs and many of the maintenance guidelines you may be looking for can be obtained from the website at http://www.hsb.com/information.asp?id=182.

Federal Pacific Electric (FPE) Stab Lok panels require replacement!

Take a good look at these pictures. Do they look similar to panels present in your facility? If so, you should know that these “Stab-Lok” service panels and breakers have design flaws which create latent safety hazards. Catholic Mutual Group recommends immediate replacement of FPE service panels and breakers by a licensed electrician.

Among other problems, the main area of concern is that the equipment fails to protect the building by shutting off electrical power when it should during an overcurrent or short-circuit, resulting in a fire. Repair or replacement of the breakers will not solve the problem. The only solution is to replace existing FPE panel. To obtain more detailed information on how to identify these hazardous panels and breakers, documented stories of their failures, and photographs of fires associated with FPE, go to www.inspect.com/hsbpanel.htm.

Please feel free to contact the Risk Management Department if you have any further questions regarding the FPE service panels and breakers after reviewing the website information.
Card Access Systems

An ideal way to increase security for your facility is to install a card access system. With this type of system, you can control access to any part of a building without worrying about extra keys floating around. Each employee/tenant/student will simply be assigned a card which will limit access to areas on an "as needed" basis. This could save re-keying the entire physical plant. Information about restricted keys should be available from your local locksmith.

Key Logs

Another positive step is establishing a key log. Each key in the key log can be checked out by authorized personnel when required. The log should include who the key is being issued to, the time of day, day of the week, etc.

Card Access Systems

In an effort to reduce the loss of keys and thereby improve the physical security of parishes and schools, a key control policy should be established for your facility. The first step toward key control is developing an adequate method to key each building. A building can be keyed in a number of different ways, but not all are effective. Listed below is information on how a physical plant should be keyed.

A Variety of Keys

Great grand master key – This key opens, all buildings, and all locks, as well as all executive offices. Great grand master keys should be kept by top personnel (for example, the pastor or principal).

Grand master key – This key opens all buildings and all locks, with the exception of executive offices. Distribute grand master keys to top personnel or highly trusted employees (for example, the pastor, principal, or plant manager).

Sub master key – This key opens all locks in a specific building. Distribute this key to employees who have special responsibilities which require a sub master key for each building.

Common keys – These keys are for intermittent doors, such as offices, classrooms, or storage rooms. Distribute these keys to employees for their own offices or classrooms.

Stapm all master keys, "Do not duplicate," to prevent copying. Unfortunately, this stamp is not always effective, as some unethically key duplicators will copy any standard key.

Restricted Keys

One way to prevent your keys from being duplicated is to purchase restricted keys. A worldwide Swedish organization, ASSA, produces keys which cannot be duplicated anywhere other than where the key was purchased and then, only by the original purchaser.

Key Control Policies Enhance Security

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Each card has its own specific number which is assigned to an individual. The cards can be programmed on different levels to provide access much like a grand master, sub-master, etc. standard key would provide. If a card happened to be lost or stolen, it can quickly be removed from the system, once management is notified, without having to re-key the facility.

The added benefit of this system is that a detailed printout can be obtained at any time listing the times, dates, and locations that a card has been used; thus allowing you to better monitor who is entering and what is happening in your facility.

The costs of these systems can vary depending on the type of system installed, the number of doors involved, and the number of users. The initial investment is often well worth the increased security it provides for your facility.

Key Logs

Another positive step is establishing a key log. Each key in the key log can be checked out by authorized personnel when required. The log should include who the key is being used by, who is using the key, and when it will be returned. Keep all keys in a locked cabinet and controlled by one person.

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