



DRAFT TANZANIA STANDARD

(Draft for comments only)

Security systems – Control room/area

Draft for Stakeholders' Comments Only

TANZANIA BUREAU OF STANDARDS

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Security systems — Control room/area

0 Foreword

The purpose of a security system control room is to enhance the security of the various alarm systems installed in the manned alarm – receiving center to which information concerning the status of one or more alarm systems is reported.

This Tanzania Standard is intended to assist manned security providers in achieving basic minimum requirements of protection required for a control room.

In the preparation of this Tanzania Standard assistance was derived from:

BS 7872: 1996, Code of practice for operation of cash in transit services (control room) published by the British Standard Institution.

Approval requirements, Technical guard services and cash in transit (CIT), prepared by Kenya Security Industry Association.

1 Scope

This Tanzania Standard specifies requirements for control room/area from which the equipment and network used in the operation of security systems are installed and operated.

2 Definitions

For the purpose of this Tanzania Standard the following definitions shall apply:

2.1 Control room/area

Is a secure premises which has communication and monitoring facilities from which the operations of providing services to the client is controlled and monitored.

2.2 Secure premises

Any building which provides storage or handling facilities for valuable goods which demonstrates adequate security in relation to the risk.

3 General Requirements

3.1 A control room shall be in a secured area of which access and egress is controlled.

3.2 Procedures for action to be taken in the event of emergencies or incidents should be made available to the staff of the control room or area.

3.3 Control rooms should be restricted areas accessible only to authorized personnel.

3.4 The control room or area should be fitted with an alarm with local audible and/or remote signaling.

3.5 Control room should be situated within premises owned or leased by the company or by an associated company.

4 Construction requirements

4.1 All parts of the control room/area should be soundly constructed to ensure reasonable degree of physical security, safety and integrity. Also, for the protection of employees, customer's records and property.

4.2 If the normal entrance is directly accessible from the exterior of the premises in which the control room/area is situated, it should comprise two sequential doors controlled from within the control room/area and interlocked to prevent more than one door being opened at a time (mantrap).

4.3 If the normal entrance to the control room is located within premises where access is controlled, a single door should suffice. This door should open outwards and should be provided with a locking device, operable from within the control room/area and capable of being locked from outside the control room/area. Any key used for this operation should be controlled under a document control procedure.

4.4 All doors, including those for emergency exit, together with hinges, frame fixing and locking devices, should be of a substantial construction offering resistance to entry by physical attack.

4.5 Where a control room/area is equipped with emergency doors, these should open outwards and should be provided with unlocking devices intended to be released only in the event of an emergency. Emergency doors should be alarmed on a 24 hours circuit.

4.6 Voice communication across the normal entrance door should be by means of an intercom system and viewing means should be incorporated so that the identity of persons and vehicles wishing to enter the control room/area can be established before the control room/area door is opened.

4.7 Glazed area which permit access to a control room/area should be adequately protected to offer resistance to entry following physical attack on the glazing material.

4.8 Ventilation and services inlets should be protected against entry following physical attack.

5 Facilities and equipment

5.1 A deliberately operated alarm system should be installed with sufficient deliberately operated devices to allow the control room/area staff to give warning of any attack on the control room/area.

5.2 In case of emergency, emergency lighting, capable of illuminating the control room/area sufficiently to allow its continued use should be provided.

The emergency lighting system should operate within 60 s of a mains power failure and should maintain illumination for at least 30 min. to allow evacuation of the premises.

5.3 The equipment, furnishings and layout of the control room/area should be consistent with its efficient operation. Heating, lighting and ventilation should be provided to ensure a reasonable working environment.

5.4 A first aid box and adequate firefighting equipment should be provided.

6 Control room staffing

6.1 The resourcing of the control room/area should be consistent with the anticipated workload, the nature of the work, related security risks and the security of the entrance to the control room/area.

The selection process for control room staff should take account of the nature of the work to be undertaken.

6.2 Training and instruction of control room staff should include the following

- a) Introduction to control room operations;
- b) Detailed explanations of duties;
- c) Radio/telephone procedure;
- d) Documentation and recording procedures;
- e) Control of access and egress from secure premises; and
- f) Emergency procedures.

8 Control room requirements

Control rooms shall meet the following minimum requirements:

- a) the external shell of the control room is to be of solid construction such as stone, block, brick or concrete. Entry and exit route be controlled by the provision of an airlock consisting of two solid 50 mm Hardwood doors, having a steel sheet on both sides of not less than 1.2 mm thickness. The dimensions of the door shall be 900 mm x 1950 mm;
- b) a means of access control, audible or visual be provided and controlled from within the control room itself;
- c) A provision for sufficient standby power to operate all equipment, lighting etc for a minimum period of 8 hours;
- d) VHF communication having the provision for both an active and permanent standby radio;
- e) All alarm events be recorded on a suitable media via a computer terminal and such information is to be stored for a minimum period of 3 months;
- f) A standby manual system of transmitter identification be available and stored within the control room;
- g) The control room at all times be manned by a minimum of two dedicated staff during any 24 hours period;
- h) A provision for transmitting distress signals to another approved control is to be incorporated and tested at regular intervals;
- i) Protection of the co-axial cables to the mast is to be by a suitable steel pipe of at least 5 m above ground level and the antenna mast should be 30 m high;
- j) A provision of adequate fire protection equipment; and
- k) Control rooms must have air-conditioning facilities that must be of a size that fit into specification for an appropriate room size.