

PROTECTED B – CONFIDENTIAL
(when completed by Industry)



Sample 1
SAMPLE FACILITY SECURITY PLAN

PROTECTED B – CONFIDENTIAL
(when completed by Industry)

XYZ TERMINAL FACILITY SECURITY PLAN

TABLE OF CONTENTS

TERMINAL MANAGEMENT CONTACT LIST	1
SECURITY AND EMERGENCY CONTACT LIST	1
GENERAL	2
DEFINITIONS	2
SECURITY LEVELS	2
MARSEC LEVEL I – NORMAL OPERATING CONDITIONS	3
PHYSICAL SECURITY	3
SECURITY ALARMS/VIDEO SURVEILLANCE/COMMUNICATION SYSTEMS	4
SECURITY ROUNDS	4
REPORTING SECURITY INCIDENTS AND BREACHES OF SECURITY	5
KEY/ID/ACCESS CARD CONTROL	5
TERMINAL AREA ACCESS CONTROL	6
IDENTIFICATION PROCEDURES	7
VEHICLE CONTROL/SECURITY	8
VEHICLE CONTROL PROCEDURES	9
RAIL SECURITY	9
CARGO SECURITY	9
WATERSIDE SECURITY	9
TRAINING AND SECURITY AWARENESS	9
DRILLS AND EXERCISES	10
RECORDS	10
RESPONSE PROCEDURES	11
MARSEC LEVEL II – INCREASED ALERT	13
GENERAL	13
PHYSICAL SECURITY	13
LIGHTING	13
COMMUNICATION SYSTEMS	13
ACCESS CONTROLS	14
IDENTIFICATION PROCEDURES	14
VEHICLE CONTROL/SECURITY	14
DECLARATION OF SECURITY	14

PROTECTED B – CONFIDENTIAL
(when completed by Industry)

TRAINING OF SECURITY FORCE AND THREAT AWARENESS FOR EMPLOYEES	14
MARSEC LEVEL III – THREAT OF IMMINENT ATTACK	15
PHYSICAL SECURITY	15
ACCESS CONTROLS	15
IDENTIFICATION PROCEDURES	16
INTERNAL SECURITY	16
VEHICLE CONTROL/SECURITY	16
COMMUNICATIONS AND ALARM SYSTEMS	16
TRAINING OF SECURITY FORCE AND THREAT AWARENESS FOR EMPLOYEES	16
ANNEX A – BOMB THREAT	A-1

Sample Plan

(Business Address of Facility)

**XYZ Terminal
12345 First Street
North Cornerstone
V0V 1V0**

XYZ TERMINAL FACILITY SECURITY PLAN

References:

- A. ISPS Code
- B. Canada Marine Transportation Security Regulations
- C. Company Security Policy Direction

TERMINAL MANAGEMENT CONTACT LIST

Title	Name	Office Phone	Cell Phone
Manager			
Operations Manager			
Office Phone			
Security Office/Main Gate			
Duty Managers Office			

SECURITY AND EMERGENCY CONTACT LIST

Title	Name	Office Phone	Cell Phone
Port Authority/Harbourmaster			
Facility/Terminal Security Officer			
Cornerstone			
Police/Fire/Emergency			
Safety and Health Manager			
Transport Canada Regional Office			

If a security incident or breach of security should occur it should be reported to the Security Watchmen at the Main Gate/Security Office who shall report the incident or breach by calling the Port Authority/Harbour Master and the FSO from the SECURITY AND EMERGENCY CONTACT LIST above. The FSO will direct any additional calls to be made from the other numbers on the list.

GENERAL

1. This Security Plan covers the Security Requirements as required by the Government of Canada and as contained in the Marine Transportation Security Act and Regulations, made pursuant to the International Ship and Port Facility Security (ISPS) Code.
2. Terminal/Facility Security can be defined as those measures employed to protect against seizure, sabotage, piracy, pilferage, or terrorism. It can also be considered as embracing all measures taken to prevent interference within lawful operations. It also must include measures to prepare to respond to breaches of security. Agencies that may be involved in dealing with a security incident or a breach of Terminal/Facility Security may include local law enforcement agencies, the Port Authority, local fire departments, emergency response agencies and Regional offices of the Government of Canada.
3. The Facility/Terminal Security Officer (FSO) shall ensure that this Plan is reviewed and updated on a continuing basis and at a minimum, reviewed annually. The Plan shall be republished on update or amendment and a copy shall be submitted to Transport Canada. This Plan is also subject to audit on an annual basis in accordance with the ISPS Code and existing company policy at reference C.

DEFINITIONS

4. The Following definitions are relevant to the understanding of this Security Plan:
 - A. Terminal Area – That area, including all buildings, sheds, storage, tank farms, roadways and parking lots enclosed by the perimeter fencing.
 - B. Industrial Area – That area outside the Terminal building and terminal parking lot, but including the remainder of the Terminal Area.

SECURITY LEVELS

5. The following instructions are based on Marine Security (MARSEC) Levels as outlined in the references. There are 3 levels of security depending on the potential of terrorist or other threat of unlawful activity.
 - A. **MARSEC LEVEL I** – normal operating conditions, threat of unlawful act is possible but not likely.
 - B. **MARSEC LEVEL II** – threat of unlawful act is possible and intelligence indicates that terrorists are likely to be active within a specific area or against a type of vessel or Terminal.
 - C. **MARSEC LEVEL III** – threat of unlawful act is probable or imminent and intelligence indicates that terrorists have chosen specific targets.

6. The Regional Office of Transport Canada Security and Emergency Preparedness will communicate the MARSEC Level currently in effect to Port Authorities and Facility/Terminal Management. All personnel working in this Terminal shall be aware of the MARSEC Level in effect and shall be familiar with the sections of this SECURITY PLAN related to the MARSEC level in effect, as outlined below.

MARSEC LEVEL I – NORMAL OPERATING CONDITIONS

PHYSICAL SECURITY

7. Cornerstone Police Department Response. Terminal security and night watchmen are not armed. The Cornerstone Police Department is available by calling 911 for incidents of an emergency nature. Cornerstone Police response time is 30 minutes for non-emergency issues. Cornerstone Police have a Waterfront Team for response to waterborne security threats, breaches or incidents.

8. Restricted Areas

A. The following areas in the main office building are restricted and locked at all times:

- (1) Network file server room
- (2) Office furnace room
- (3) Office records archive room
- (4) Electrical Room

B. The following areas in the Industrial Area are restricted and are to be locked at all times:

- (1) Terminal Electrical Substation
- (2) Pump Room
- (3) Tank Farm

9. Barriers and Gates

- A. Perimeter areas shall be clear of vegetation and debris that could obscure clear observation and which could be used to breach fences.
- B. Water access is periodically patrolled by Port Authority or Cornerstone police craft.
- C. Access gates shall be closed and locked during non-working hours and when not in use or under control of watchmen or security staff.

10. Fencing

- A. Perimeter fences are #9 gauge galvanized chain-link and 7 feet high including a 3-strand barbed wire extension 1 feet above the fence. In some locations the fence is 14 feet high.
- B. Perimeter gates are constructed of the same material.
- C. Fence bottoms are within 2 inches of the ground.

**PROTECTED B – CONFIDENTIAL
(when completed by Industry)**

- D. Security fences are to be kept clear of all obstructions.
- E. Shift foremen are responsible to check fencing in their work area and report any breaches or damage to fencing to the FSO when observed.

11. **Lighting.** During night operations, all yard and stringer lights are on providing sufficient illumination in conformance with safety regulations. During nighttime non-operating hours, one light on each pole is left on providing a minimum of 1 foot-candle illumination in all Terminal locations. Lighting is directed downward, away from guards or offices, or navigable waterways and produces high contrast with few shadows.

SECURITY ALARMS/VIDEO SURVEILLANCE/COMMUNICATION SYSTEMS

12. **Alarms.** The Terminal has an Emergency Siren alarm that is used for emergencies. On hearing the alarm all work is to stop and terminal workers are to follow the instructions announced over the loudspeaker public address system.

13. **Video Surveillance.** The Terminal is equipped with video surveillance cameras on the security office roof, terminal office roof and on sheds # 1, 3, 5 and 7. These cameras can be operated remotely from the security office to scan the roadways, perimeter fencing and to seaward along the pier wall. They are monitored by security watchmen 24 hours a day.

14. **Communications Systems.**

- A. Security communications are tested once each shift and recorded in the security log book.
- B. Watchmen to contact police or emergency response services and in the event assistance is required provide telephone communications at the Main Gate/Security Office for use.
- C. Hand-held VHF walkie-talkies carried by watchmen are battery powered. A sufficient supply of charged batteries is maintained in event of power failure.
- D. The phones at the main gate and VHF radios carried by security watchmen provide a dedicated communications system.
- E. All watchmen receive training in the Terminal Security Procedures, which includes instruction on use of the communications system.

SECURITY ROUNDS

15. Watchmen shall conduct roving safety and security patrols of all areas of the Terminal including the areas of waterside access. Truck mileage per shift shall be 5 to 10 miles with odometer readings recorded each shift.

16. Watchmen shall conduct rounds at least once in a four-hour period at varying times to prevent predictability. Particular attention shall be paid to all restricted areas and buildings.

**PROTECTED B – CONFIDENTIAL
(when completed by Industry)**

17. The watchman at the Main Gate shall record the rounds conducted in the Main Gate Log Book, which is available for inspection by the FSO, Duty Manager, Management and Transport Canada Inspectors.

REPORTING SECURITY INCIDENTS AND BREACHES OF SECURITY

18. The primary function of roving security is detection and reporting of any incidents or breaches of security, which are to be reported immediately to the Port Authority/Harbour Master and the FSO. The FSO will inform Management and direct any additional calls to be made to police agencies as appropriate.

19. Security Incidents and Breaches of Security to be reported include:

- A. Unauthorized personnel on the Terminal
- B. Unauthorized or improperly parked vehicles on the Terminal
- C. Unauthorized vessel moored at the Terminal
- D. Bomb threat
- E. Suspicious persons or activity in or in the immediate vicinity of the Terminal
- F. Loss of electrical power
- G. Discovery of unknown/suspicious package on the Terminal
- H. Breach of perimeter fence
- I. Evidence of tampering with equipment, security systems, doors, windows, locks or other access points on any Terminal buildings

20. Additional details on handling each of the above incidents or breaches of security are covered later in this Plan.

KEY/ID/ACCESS CARD CONTROL

21. The Security Watchmen on watch at the Main Gate/Security Office or the FSO are the only persons authorized to issue keys for specific areas of the Terminal. A log entry shall be made in the Keys Logs for the signing out and receipt of all keys listing the person signing in/out the date and time of the occurrence. Employees must show issued photo ID prior to issue of keys. If they do not have a photo ID, they must show other valid photo ID which security will verify against the list of Employees.

22. The Main Gate/Security Office door shall be locked at all times and access provided only by on watch staff.

23. Locks are inspected regularly and malfunctioning locks are replaced if found in bad order.

24. Only case hardened locks are used and chains, where used, are permanently attached to gates.

**PROTECTED B – CONFIDENTIAL
(when completed by Industry)**

25. Formal corporate guidelines for computer security are available on the Company intranet at: http://xyz_terminal_computersecurity/index.html

26. Access to computerized information is password protected and restricted on a need-to know basis according to job function. File servers are in a locked room. The Terminal's information systems provider, Database Systems Corporation, provides support, security and data integrity for all computer systems.

27. Terminal equipment is to be kept inside the locked perimeter fence to avoid access or tampering by unauthorized personnel.

TERMINAL AREA ACCESS CONTROL

28. **Gates.** The main gate shall be locked during silent hours and monitored at all times. The longshoremen's parking lot gate shall be locked at all times except when a vessel is working. Other perimeter gates shall be locked at all times and monitored by video surveillance at the Main Gate/Security Office.

29. **Deliveries (of supplies and services).** All packages entering or leaving the Terminal are subject to search by watchmen, FSO, Duty Manager or Transport Canada inspectors. Signs are posted advising of this requirement at principal Terminal entry gates.

30. **Mail.** Normal mail is delivered to the Administration Office in the Terminal Building. Administration staff will make arrangements for pick up/delivery of oversized packages. Mail delivered by Courier Services will be signed for at the Main Gate/Security Office by the Security Watchman and delivered to the Administration Office.

31. Deliveries shall be scheduled in advance. Where not scheduled in advance, deliveries are prohibited until approved by the Duty Manager. The Duty Manager will provide a list to the Main Gate/Security Office of regularly authorized delivery companies having permission to bring vehicles onto the Terminal.

32. Hazardous materials shall not be permitted to enter the terminal area without verification by the FSO or Duty Manager that the materials are expected for delivery and that safety and security precautions are in place prior to their acceptance. Precautions include transportation in properly marked vehicles and proper secure storage, availability of first aid fire fighting equipment and HAZMAT cleanup equipment.

33. **Vessel Arrival and Security Procedures While Moored.** Unscheduled tugs, barges or other vessels are not permitted to berth alongside without prior notification from the Harbourmaster's office and notification of arrival to the FSO, who will clear the arrival with management as required. Arriving vessel crews shall be advised of the MARSEC level (I, II or III).

34. Vessel crew may not exit or enter the Terminal without showing photo ID to the on watch Security Staff who shall verify their ID against the crew list.

35. Vessel agents shall whenever possible schedule vendors in advance.

36. Vessels shall be advised of the phone number for Terminal security as well as the office and cell numbers for Terminal Management.

IDENTIFICATION PROCEDURES

37. Identification of Personnel Entering Terminal. All persons entering the Terminal area must show Port of Cornerstone ID pass at the Main Gate/Security Office to gain access. Individuals arriving by motorcycle shall remove helmets to assist in identification. Security watchmen shall verify that ID matches the person presenting it.

38. While in the Terminal Area, all personnel must carry visible, valid ID, which shall be presented upon request of security watchmen, Duty Manager, or Transport Canada representative. While conducting roving patrols, watchmen or other competent authority shall challenge unknown or suspicious personnel to identify themselves with a photo ID. If the security watchman does not know that the person has a valid business on the Terminal, he shall contact the FSO for authorization prior to entry.

39. **Labor.** Everyday steady chief clerks, supervisors, utilitymen, and mechanics will be issued keys by the Security Watchman on watch or the FSO. He will maintain a log of keys issued as described above. Union employees, who are not steadily employed at the Terminal, are required to check in with their union supervisor upon arrival at the Terminal. The union supervisor shall verify their identity using the union hall dispatch slip.

40. Linemen shall show photo ID to the guard at the main gate who shall verify their identity using the union hall dispatch slip.

41. **Vendors/Contractors/Vessel Pilots/Agents.** Vendors, contractors, vessel pilots, and agents must show valid photo ID prior to entry. Vendors, contractors, pilots, and agents should be scheduled in advance. The Duty Manager will provide the schedule to security staff. The Duty Manager will provide a list to the guard of pre-authorized, regularly scheduled vendors. Non-scheduled visits must be cleared with Terminal Management prior to entry. Vehicle Control Procedures (see below) apply if private vehicles are driven into the Terminal. Pizza or other fast food deliveries are not permitted to enter the Terminal. Prior arrangements must be made to pick up and drop off such items at the Main Gate.

42. **Port Authority Staff.** Port Authority employees entering the main gate with private vehicles or Port Authority vehicles must show valid photo ID prior to entry. Vehicle Control Procedures (see below) apply if private vehicles are driven into the Terminal.

PROTECTED B – CONFIDENTIAL
(when completed by Industry)

43. **Truck Drivers.** All truck drivers must show valid photo ID prior to entry. The Main Gate Watchman will verify that drivers have valid business on the Terminal (for example, checking booking or bill of lading number). Passengers are not permitted in trucks unless authorized by Terminal Management.

44. **Visitors.** All visitors must show valid photo ID prior to entry. Visitors are not authorized in the Industrial Area without a Terminal employee escort. Vehicle Control Procedures (see below) apply if private vehicles must be driven into the Terminal. Whenever possible, visitors shall be scheduled in advance. If not, entry is not permitted until authorized by Terminal Management. This will ensure that visitors have valid business on the Terminal.

45. **Government Employees.** All government employees may enter the Terminal to conduct official business and must show valid government organization photo ID prior to entry. Security will direct government employees where to park vehicles.

46. **Vessel Crew and Passengers.**

- A. The Crew List and Passenger List (if applicable) provided by the vessel in its 96 hour pre-arrival notice report will be received for by the Duty Manager via the Canadian Coast Guard Vessel Traffic Management System. The Duty Manager via the FSO will provide this list to Main Gate/Security Office.
- B. Crew and passengers who exit the gate cannot re-enter unless they show a photo ID which the watchman checks against the Crew List and Passenger List.
- C. Unless instructed otherwise by government authority, crew and passengers may depart the vessel and proceed directly to their destination so as to avoid handling areas in the yard.
- D. Crew and passenger vehicles are not permitted to enter the Terminal unless authorized by Terminal Management.
- E. Passengers shall, if possible, be transported to and from the vessel with yard transport vehicles.
- F. Taxis are not normally permitted to enter the Terminal, except in special circumstances, pre-arranged with the Main Gate/ Security Office and cleared by the FSO.

47. **Vehicle and Personnel Searches**

- A. All persons, packages and vehicles entering or leaving the Terminal are subject to search by security, Terminal Management or government authority.
- B. Random inspections must be conducted on at least 5% of those entering the Terminal while the Terminal is at MARSEC Level I. This excludes in freight containers.

48. **Acceptable Identification in lieu of Port ID Pass.** ID cards shall be tamper-resistant and laminated with photograph. ID cards shall show the relevant details of the holder, e.g., name, description, or other pertinent data and are to be issued by the Motor Vehicle Office or other Government office. Acceptable identification includes:

- A. Province of BC drivers license
- B. Photo ID Card issued by a government agency
- C. Passport
- D. Employee Photo ID from another Facility/Terminal
- E. Union photo ID card

VEHICLE CONTROL/SECURITY

49. **Control of Automobiles and Supplier/Contractor Vehicles.** Control of all automobiles and supplier/contractor vehicles is as specified below in “VEHICLE CONTROL PROCEDURES.” Designated parking for employees is located outside the Terminal Area, adjacent to the fence next to the Terminal Building and next to the fence behind Sheds 2 and 4.

50. Vehicle entry at the Main Gate into the Terminal Area is limited to Management, Port Authority, Transport Canada Inspectors and pre-approved suppliers/contractors when approved by Terminal Management. All vehicles entering or leaving the Main Gate are subject to search. Signs are posted at the main gate advising of this requirement.

51. Parking for vehicles authorized to enter the Terminal Area is restricted to specific areas. Parking in the Industrial Area is restricted to the parking lot to the east of the Terminal Building. Union personnel vehicles and vehicles non-essential within the Terminal shall park in the fenced longshore parking lot, which is outside the Terminal Area.

VEHICLE CONTROL PROCEDURES

52. Private vehicles that must enter the Terminal must be registered at the Main Gate. A Permanent Vehicle Pass will be issued for Management, Port Authority, Transport Canada Inspectors, Supplier/Contractors’ vehicles on approval of the Operations Manager.

53. A Temporary Vehicle Pass will be issued which must be displayed prominently in the vehicle front window will be issued for all other vehicles authorized temporary access. Main Gate Watchmen will instruct drivers where to park and the safest traffic pattern to follow depending on the type of operation in progress (container yard operation, container vessel, breakbulk vessel, etc.). Once the person has completed his or her visit, they will turn in their Temporary Vehicle Pass and the watchman will record the exit time. Government vehicles who have regular business at the terminal and clearly marked Port Authority vehicles are not required to be issued a Temporary Vehicle Pass.

RAIL SECURITY

54. Not applicable. Terminal does not currently have rail access.

CARGO SECURITY

55. All cargo/ships' stores awaiting a vessel's arrival shall be stored in Terminal Sheds and kept under lock and key until embarkation.

WATERSIDE SECURITY

56. Waterside security is the responsibility of the Cornerstone Police and its Operations Division's Waterfront Team. All personnel are to be vigilant when working in the docks areas and report any suspicious activity or security threats on the water or shorelines adjacent to the Terminal Area to the Main Gate/Security Office. Security Watchmen are to further the report to the FSO for action.

TRAINING AND SECURITY AWARENESS

57. All watchmen must complete Security Awareness Training. In addition, watchmen must complete a training program designed by the FSO specific to the security requirements of the Terminal. The FSO will maintain files on these training records in the Terminal office.

58. The Terminal security training program includes the following elements.

- A. Law enforcement and security guidelines.
- B. Company policies including the security plan and response procedures.
- C. Prevention, detection and investigation of criminal activities.
- D. Reporting of threats or actual criminal and terrorist activity.
- E. Operations of communications systems.
- F. Procedures for notifying all Terminal personnel when higher security levels are imposed.

59. Watchmen will be given an annual security awareness training refresher to ensure that they have an up-to-date working knowledge of the following:

- A. Terminal Security Plan.
- B. Terminal Emergency Response Plan.
- C. Procedures for notifying police agencies.
- D. Bomb Threat and other Emergency and Security Response Procedures.

60. The watchmen training program is reviewed annually by the FSO and watchmen are re-certified annually. Once notified of an increase to a higher security level by Transport Canada, the FSO who will inform all Security staff and watchmen, as well as other management.

DRILLS AND EXERCISES

61. The FSO is responsible for the scheduling and conduct of security drills and exercises, keeping management informed of when such events have been scheduled. Wherever possible drills and exercises should include participation of any ships alongside, unless they decline. Drills shall be

**PROTECTED B – CONFIDENTIAL
(when completed by Industry)**

conducted at least quarterly. Exercises shall be conducted annually and if at all possible, in conjunction with exercises scheduled by the Port Authority.

RECORDS

62. Records may be kept in digital as well as paper format. All records shall be kept in secure storage. The FSO is responsible for keeping the following records for a minimum of two years:

- A. The Facility Security Assessment and Security Plan that are in effect, any temporary or permanent amendments or additions and related Statements of Compliance;
- B. Security training, including the date, duration and description and names of the participants;
- C. Security drills and exercises, including the date, duration and description and names of the participants and any best practices or lessons learned;
- D. Security incidents or breaches, including the date, time, location and description and to whom it was reported;
- E. Changes in MARSEC Levels, including the date, time of notification received and time of compliance with the requirements of that level, in accordance with this plan;
- F. Maintenance, calibration, and testing of security equipment;
- G. Security threats including the date, time and manner of communication, who received or identified the threat and a description of the threat and the response;
- H. Security threats of a terrorist nature, including the date, time, description of the threat, who received or identified the threat and measures taken to prevent or protect from attack; and
- I. A copy of every single visit declaration of security and a copy of every continuing declaration of security for at least 90 days after its effective period.

RESPONSE PROCEDURES

63. If a security incident or breach of security should occur it should be reported to the Security Watchmen at the Main Gate/Security Office who shall report the incident or breach by calling the Port Authority/Harbour Master and the FSO from the SECURITY AND EMERGENCY CONTACT LIST. The FSO will direct any additional calls to be made from the other numbers on the list. The FSO will ensure that Transport Canada Security Incidents and breaches of security are reported to Transport Canada as soon as possible.

**PROTECTED B – CONFIDENTIAL
(when completed by Industry)**

64. **Evacuation for Security Incident.** Any evacuation of the Terminal Area shall be executed only on order of the FSO and shall be supervised by Security Watchmen. Notice of the requirement to evacuate will be given over the loudspeaker system following activation of the Emergency Siren. The Muster Area for all Terminal Employees and Longshoremen is the Parking Lot outside the Terminal Area.

65. **Unauthorized personnel or vehicle discovered in the Terminal Area.**

- A. Ensure the Harbourmaster/Port Authority and the FSO is notified. Attempt to determine person's identity/vehicle ownership and why they are in the Terminal Area.
- B. FSO if necessary will call Cornerstone police. If for some reason the FSO is unavailable, the Security watchman shall call Cornerstone police.
- C. Watchman will monitor the unauthorized person/vehicle until police arrives.
- D. Notify Transport Canada as necessary.

66. **Unauthorized vessel moored at the Terminal.**

- A. Ensure the Harbourmaster/Port Authority and the FSO is notified.
- B. Inform Duty Manager as directed by FSO.
- C. Watchman will monitor the unauthorized vessel until police arrives.
- D. Watchman to photograph the vessel including Registry numbers if possible.
- E. Notify Transport Canada as necessary.

67. **Bomb Threat – See Annex A.**

68. **Suspicious person(s) or activity.**

- A. Watchman shall notify FSO, who will direct next actions to be taken.
- B. If directed by FSO, notify Cornerstone police and Harbourmaster.
- C. If directed by FSO prepare to direct police to search the area and arrest the individual(s)
- D. Obtain photograph(s) if able to do so without risk.

69. **Loss of Power/Lighting**

- A. Watchman shall notify Duty Manager.
- B. Utilizing emergency lights/available flashlights, truck headlights, etc., evacuate personnel to safe areas (roadways/parking lot).
- C. Ensure all gates and offices are locked.
- D. Duty Manager/Terminal Management will notify BC Hydro and Harbourmaster/Port Authority.

70. Receipt of Suspicious Mail or Package

- A. Call the Main Gate/Security Office. A watchman will attend the office or location of the suspicious mail/package and evacuate the area/isolate the mail/package.
- B. Watchman shall notify FSO, who will direct next actions to be taken.
- C. If directed by FSO, notify Cornerstone police and Harbourmaster.
- D. If directed by FSO prepare to direct police to site of suspicious mail/package.
- E. Obtain photograph(s) if able to do so without risk.

MARSEC LEVEL II – INCREASED ALERT

Additional Measures for MARSEC Level II condition: threat of unlawful act is possible and intelligence indicates that terrorists are likely to be active within a specific area or against a type of vessel or Terminal.

GENERAL

- 1. The Terminal Manager, Duty Manager, FSO or other appointed personnel with access to building plans as well as the plans for area evacuations must be available at all times. All security plans, orders, personnel details and logistic requirements related to the implementation of MARSEC Level II shall be reviewed to confirm they are up to date.
- 2. Terminal personnel are to be made aware of the general situation in order to stop rumors and prevent unnecessary alarm. All personnel should be aware that MARSEC Level II is in force and all should be advised to be extra vigilant in their day to day work.

PHYSICAL SECURITY

- 3. Security watchmen shall increase frequency of rounds and random checks of restricted areas, waterfront areas, the main pier, vehicles, Terminal buildings and sheds and other areas of risk or vulnerability.
- 4. At the beginning and end of each workday, as well as at other regular and frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious packages.
- 5. Watchmen will report to management staff at least once every 4 hours.
- 6. All Mail shall be carefully examined by Main Gate/Security Office watchmen prior to being delivered to other offices in the Terminal Buildings paying particular attention for letter or parcel bombs.
- 7. Where possible such objects as crates, trash containers, etc are to be moved at least 50 metres from the Terminal buildings, the Main Gate/Security Office, warehouses and sheds.

LIGHTING

8. All Terminal Building, industrial area, tank farm, warehouse and stringer lights will be on at night.

COMMUNICATION SYSTEMS

9. Telephones and radios shall be tested by watchmen at every change of watch and at increase of security level.

ACCESS CONTROLS

10. All visitors, contractors, vendors and other Terminal guests shall be escorted to their destination. The escort may be a watchman or a terminal employee.

11. Cruise ship baggage X-Ray (not applicable).

12. Cruise ship baggage screening for explosives (not applicable).

13. All deliveries, articles, packages, bags, etc. shall be inspected and documentation verified prior to entry. All nonessential vehicle traffic will be avoided and rescheduled if possible.

14. No boarding ladders or gangways shall be left lowered on the offshore side of vessels and sideports shall be closed and secured when not in use.

IDENTIFICATION PROCEDURES

15. Terminal Management shall notify any vessels moored of the change to MARSEC Level II.

16. Terminal Management shall also immediately notify the FSO of any change in the security level as advised by Transport Canada or the Port Authority.

VEHICLE CONTROL/SECURITY

17. Random (at least 10%) searches of vehicles (private or commercial) entering the Terminal, including contents of such vehicles, shall be conducted. Vehicles exiting may be searched.

18. Vehicles and Handling equipment will be secured with ignition keys or chains and padlocks.

19. Main Gate Watchmen shall remind operators and drivers to lock parked vehicles and equipment and to institute a positive system of checking before they enter and drive any vehicles, forklifts or equipment.

DECLARATION OF SECURITY

20. Declaration of Security Procedures with vessels intending to berth at the Terminal shall be instituted by Terminal Management and carried out by the Operations Office/Duty Manager.

TRAINING OF SECURITY FORCE AND THREAT AWARENESS FOR EMPLOYEES

21. Emergency contingency plans shall be reviewed and additional training conducted as appropriate.

MARSEC LEVEL III - THREAT OF IMMINENT ATTACK

Additional Measures for MARSEC Level III condition: threat of unlawful act is probable or imminent and intelligence indicates that terrorists have chosen specific targets.

THE TERMINAL WILL BE CLOSED DURING MARSEC LEVEL III CONDITION

1. Operations shall cease during MARSEC Level III. Port Authority and Transport Canada shall be advised when securing of operations has been completed.

PHYSICAL SECURITY

2. All gates shall be closed.
3. Additional (plain clothes and/or uniformed) watchmen shall be employed. Security watchmen make continuous rounds and checks of restricted areas, waterfront areas, the main pier, vehicles, Terminal buildings and sheds and other areas of risk or vulnerability, paying close attention for suspicious packages, objects or tampering.
4. Watchmen will report to on-site management staff on an hourly basis.
5. Any vessels alongside shall be capable of getting underway within two hours and shall have a “fire wire” (wire rope) lowered from the bow on the seaward side but no lower than 1 – 2 meters above the water or recessed cleat in hull for tug line.
6. Explosive screening of all ship stores shall be arranged with the Port Authority and Transport Canada.
7. Where possible such objects as crates, trash containers, etc are to be removed from the Terminal Area.

ACCESS CONTROLS

- 8. Mail shall not be received at the Terminal without having been screened off site. All other articles, packages, bags, deliveries, etc. entering the Terminal shall be inspected.
- 9. Cruise ship baggage screening (not applicable).
- 10. Terminal entry/exit shall be limited to the main gate only.
- 11. All visitors, contractors, vendors and other Terminal guests shall be escorted to their destination. The escort may be a watchman or a company employee.
- 12. No boarding ladders or gangways shall be left lowered on the offshore side of vessels and sideports shall be closed and secured when not in use.

IDENTIFICATION PROCEDURES

- 13. Terminal Management shall notify any vessels moored of the change to Level III.

INTERNAL SECURITY

- 14. Any non-essential work being conducted by contractors shall be cancelled or delayed. Terminal personnel shall closely supervise and escort any vendors or contractors performing essential repair work.

VEHICLE CONTROL/SECURITY

- 15. All delivery vehicles shall be opened and searched prior to entering the Terminal.
- 16. Cruise ships (not applicable).
- 17. Rail cars (not applicable).
- 18. No barges or support boats shall be allowed to moor alongside and vessel without the Harbourmaster's permission and the Operations Manager's approval.
- 19. Only persons with Terminal or ship's official business including crew shall be authorized to embark or disembark a vessel.
- 20. Positive control for vessels shall be maintained with a watchman posted at the vessel gangway.

COMMUNICATIONS AND ALARM SYSTEMS

- 21. All communications and alarm systems shall be tested daily.

TRAINING OF SECURITY FORCE AND THREAT AWARENESS FOR EMPLOYEES

22. Emergency contingency plans shall be reviewed as appropriate. At the conclusion of the MARSEC Level III alert, a management review will be conducted to assure performance of all personnel and assess future procedural improvements.

ANNEX A – BOMB THREAT

A copy of this Annex shall be posted by all public phones on Terminal property and in all offices, boardrooms or equipment rooms and the like, adjacent to the telephones in those rooms.

1. Receipt of Bomb Threat. Bomb threats can be received in a variety of ways, including e-mail, phone call or message, or verbal threat. Speak calmly to the person making the threat and obtain as much information as possible. Notify FSO who will notify Duty Manager/Terminal Management and provide direction on next actions to be taken. All Terminal employees receiving a bomb threat must attempt to obtain the following information:

A. essential information:

- (1) What is it? (identify container and explosive);
- (2) Where is it? (in the Terminal buildings, on board a ship, on jetty/pier, under a ship's hull, in a container, adjacent to a tank, etc);
- (3) When is it set to go off?; and
- (4) Is it booby trapped?; and

B. additional information:

- (1) size and description of the bomb;
- (2) amount and type of explosive;
- (3) what organization planted it;

2. In addition, the person receiving the bomb threat call should note the following:

- A. voice description (male/female, accent, tone (angry, anxious, hurried, calm) etc);
- B. call time and duration;

**PROTECTED B – CONFIDENTIAL
(when completed by Industry)**

C. background sounds (industrial noise, household, children, bar, restaurant, night club, etc);
and

D. any other information which could identify the caller or point of origin of the call.

3. Reaction. The initial reaction to receipt of a bomb threat will be dependent on circumstances and information obtained from the caller. Regardless of these factors, the incident will be treated initially as a threat and not as an emergency. Emergency action will be taken when the bomb is found or detonates. The person receiving the bomb threat is to contact the FSO or the Duty Manager immediately and relay to them all the information listed above, and then follow their instructions on who next to call and what actions shall be taken.

4. Should, it be determined that in all probability, the bomb threat is not a hoax, the FSO will direct the Main Gate/Security Office to:

- A. Inform the Harbourmaster, the Cornerstone Police, the Fire Department and other Emergency responders (bomb disposal, fire tug, etc) as required;
- B. Evacuate the threatened area;
- C. Contact the RCMP, Transport Canada;
- D. Prepare to direct Emergency Responders to search the area; and
- E. Maintain control of the situation until relieved by the FSO.