

Drill	D122
Category	Access Control
Туре	Vehicle checks
Subject	Vehicle with suspicious person / item
Security Level	1 and 2
References	1. Port Facility Security Plan
	2. Relevant Port Facility security instructions,
regulations and memorandums	
	3. APEC Manual of Maritime Security Drills and
	Exercises Vol I Part 1 – Guidelines for the Conduct of
	Maritime Security Drills
	4. ISPS Code

# **INTRODUCTION**

1. Access control is a primary security measure employed by all Port Facilities. This comprises perimeter security, and personnel and vehicle/vessel checks upon entry/exit. The integrity of access control measures depends on the quality of the personnel manning and maintaining them and the quality depends on the training, and regular audits of the personnel.

2. A vehicle bearing a likely stowaway and another with a radio control transmitter in its boot will seek entry into the Port Facility without prior authorization or appointment. Security staffs are expected to observe and notice suspicious behavior, and recognize suspicious items while screening vehicles seeking permission to enter the Port Facility.

# AIM OF THE DRILL

# 3. **General Objective**

To practice port security staff in the screening of vehicles entering Port Facility premises.

# 4. **Specific Objectives**

a. To develop the vigilance of security staff in the observation of vehicles entering the Port Facility

b. To practice security staff in the conduct of checks on vehicles entering the Port Facility

c. To enhance the security awareness of threats to the Port Facility



d. Meet or better the specified compliance benchmark for this drill.

# REQUIRED ATTAINMENTS

5. On completion of the drill, Port Facility employees and security staff will be able to:

a. Apply the procedures in the Port Facility security instructions for the screening of vehicles entering the Port Facility.

b. Detect suspicious behavior of persons in vehicles entering the Port Facility.

- c. Detect suspicious items or goods in vehicles entering the Port Facility.
- d. Act on their suspicions to check such persons and vehicles thoroughly.

# PLANNING FOR THE DRILL

## 6. **Timetable**

The date for the conduct of this drill should be scheduled in the Port Facility's annual work program. Preparations for this drill should commence 2 weeks prior to the date of conduct. An example of a time-table for the preparation and conduct of this drill is given in Appendix 1

## 7. **Personnel**

## a. <u>Control Team</u>

(1) The Chief Controller may be the Port Facility Security Officer (PFSO) or a manager in charge of security matters. Where the first line response by security staff involves the PFSO, a manager should be considered for the appointment of Chief Controller. This will free the PFSO to respond to the situation as it develops during the drill.

(2) The Chief Controller is to arrange for the following:

(a) Two vehicles and their drivers to take part in this drill as controllers. The drivers should not be familiar to Port Facility security staff.

(b) One passenger for Vehicle 1, who should be dressed and behave like a potential stowaway intending to sneak on board a ship alongside.



# b. <u>Participants</u>

The participants will be the Port Facility security staff.

c. <u>Safety Officer</u>

The appointment of a safety officer for this drill should be considered.

## 8. **Resources**

a. <u>Vehicles</u>

Two vehicles should be arranged for this drill. They may be sourced from associated companies, contractors or suppliers, etc. They should not be familiar to security staff at the Port Facility.

b. <u>Props</u>

(1) A light duffel-bag or haversack containing clothing and personal items for the passenger in Vehicle 1.

(2) A radio control transmitter to be placed casually in the boot of Vehicle 2.

(3) Identification document: Many national authorities issue a temporary identification document when an identification card or driver's license is reported lost, prior to a permanent replacement being issued. Such temporary identification using a fictitious name could be duplicated for the purposes of this drill. The passenger in Vehicle 1 will use a fake temporary identity document.

## c. <u>Communications</u>

# (1) **Equipment**

(a) <u>Mobile phone</u>: It is recommended that mobile phones should be the preferred means of communications between the Chief Controller and the controllers, subject to the availability of a cell phone network at the location of the Port Facility.

(b) <u>Walkie-talkie</u>: When using walkie-talkies, note that they have a short range and short battery life. They are usually bulky and may not be easily concealed, and they may be subject to interference if left switched on, leading to discovery at awkward moments.



## (2) **Codewords**

Code words are used to provide brevity and clarity in communications during the conduct of a drill. A list of suggested code words is given in Appendix 2. The code words must be promulgated to all controllers and participants of the drill.

## (3) Security

Consideration should be given to the possible disclosure of confidential information (e.g. details in the PFSP) in all exchanges connected with this drill, and appropriate precautions taken to avoid the release of such information to persons not authorized to receive it.

- d. <u>Other requirements</u>
  - (1) Location for the debrief
  - (2) Refreshments e.g. during the debrief
  - (3) Person to take notes during the debrief
  - (4) Stationery for note-taking

## 9. Safety

a. Security staff activity in connection with this drill would be monitored by the Safety Officer, if one is appointed. The Safety Officer should station himself at a location where he would be:

- (1) Able to observe the majority of events
- (2) Near where potentially hazardous activity may take place
- (3) Accessible should he be required in a contingency

b. Controllers with roles as intruders or drivers, etc. should be issued with a letter of identification provided in Appendix 3 to forestall any undesirable action or behavior on the part of security staff toward them.

## 10. **Budget**

Funding may be needed for the following:

- a. Employment of vehicles and drivers.
- b. Participation of the passenger in Vehicle 1.
- c. Preparation of the fake identification document.
- d. Loan of the radio control transmitter.
- e. Refreshments for the debrief.
- f. Reimbursement of expenses incurred by controllers or staff.



# 11. **Policy for disclosure**

a. The Chief Controller should decide if the drill is to be announced (i.e. participants such as security staff will be notified of the conduct of the drill) or the conduct of the drill will not be announced beforehand (i.e. the participants will not be informed of the conduct of the drill).

b. In deciding the mode, the following may be taken into consideration:

(1) Security - Where it is assessed that confidentiality is uncertain or difficult to maintain, it is preferable to opt for an announced drill.

(2) Organizational culture - Unannounced drills may be perceived as a test of the participants.

(3) Ships at the Port Facility - Where it is anticipated that the drill may impact in any way on ships alongside, their crew, agents, suppliers or contractors, ships alongside should be notified in advance of the drill.

## 12. Management endorsement

The Chief Controller should seek approval from management for the conduct of the drill. Management should be informed of the drill prior to its conduct, even if formal approval is not required.

## CONDUCTING THE DRILL

## 13. Master Events List

a. This drill requires the vehicles to attempt to enter the Port Facility by seeking permission in the normal manner at the Port Facility entrance. They have no prior appointment or arrangement with anyone in the Port Facility for their visit. Security staffs are expected to act in accordance with Port Facility security instructions to process the request for entry.

b. The "injects" (simulated events) for the conduct of the drill are provided in the example of a Master Events List at Appendix 4. These would be introduced on schedule or on completion of the preceding event. Adjustments would be made to cater to the prevailing circumstances.

## 14. **Controller briefing**

a. The briefing to controllers will be conducted by the Chief Controller and should include the following:

- (1) Roles to be played by controllers.
- (2) Positions of controllers at the commencement of the drill.



- (3) Transport arrangements.
- (4) Suggested responses to questioning by security staff.
- (5) Safety measures.
- b. <u>Scenario</u>

Two vehicles will attempt to enter the Port Facility with unlawful intent. Each is independent of the other. One vehicle is transporting a potential stowaway to a ship alongside. The second vehicle is rigged as a "vehicle bomb" and is being used to sabotage the Port Facility. The drivers will approach the Port Facility entrance and request permission to enter. They will comply with all procedures to obtain the passes for personnel and vehicles.

c. <u>Tasks</u>

(1) Vehicle 1 – to attempt entry with a passenger who is a potential stowaway. The passenger may be male or female, and should be dressed as a potential stowaway, wearing rough work clothes. The passenger should clutch the light duffel-bag or haversack containing clothing and personal items. The passenger may act a little bewildered but able to tender a false temporary identity document in exchange for a security pass. (Many national authorities issue a temporary identification document when an identification card or driver's license is reported lost, prior to a permanent replacement being issued. Such temporary identification using a fictitious name could be duplicated for the purposes of this drill).

(2) Vehicle 2 - Having successfully surveyed a suitable location for a vehicle bomb in a previous visit to the Port Facility, Vehicle 2 will attempt entry fully equipped to cause massive destruction at the Port Facility. However, the driver will "carelessly" leave the radio transmitter in full view in the boot of the vehicle. A radio control transmitter may be used to trigger explosive devices remotely, and should therefore be viewed by security staff with some suspicion. Should the vehicle be permitted entry, the driver will park and leave the vehicle at the chosen location, and report to the Chief Controller.

(3) A simulated dialogue between the drivers and the Port Facility security staff is provided at Appendix 5. It is not meant as a script, but a guide to the possible interaction.

(4) The Chief Controller will conduct the drill in accordance with the events listed in the Master Events List.

(5) The Chief Controller should position himself at a suitable location to discreetly observe the proceedings.



# 15. **Participant briefing**

a. A briefing to participants should be scheduled if it is decided that the drill is to be announced (paragraph 11). The brief to participants should include the following:

- (1) Review of the previous drill, including the lessons learnt
- (2) Objectives and scenario of the drill to be conducted

(3) The Port Facility's security instructions pertaining to the drill being conducted

- (4) Update on the ISPS Code and/or local regulations
- (5) Developments in maritime security (news, events, etc)

b. It should <u>not</u> include information or details of the controllers' plans for the drill.

## 16. Briefing Aids

Briefing slides and notes are provided in the accompanying PowerPoint files. With entries for the names, dates, locations, etc. these may be used to conduct the briefing to controllers and to participants.

## 17. **Condition**

The Port Facility is to proceed with its daily business as usual. No prior preparations on the part of the participants and/or security arrangements are required for the conduct of this drill.

## 18. **Performance Measurement**

Performance indicators should be established for this drill. Some may be dependent on the specific circumstances of the Port Facility. Ideally, performance indicators should be objective, but subjective ones may also be observed by the controllers, e.g. the degree of compliance with Port Facility security instructions.

## CONCLUDING THE DRILL

- 19. The drill shall be ended under the following circumstances:
  - a. When the vehicles have successfully entered the Port Facility premises.
  - b. When the vehicles are forbidden to enter by security staff.
  - or

or

c. Upon the Chief Controller's instruction.



# 20. **Debrief**

a. Allow some time for the controllers and security staff to gather their thoughts on the events, in preparation for the debrief.

b. Assemble all participating security staff for debrief

c. The Chief Controller should conduct the debrief

d. Appoint a note-taker to record the salient points of the discussion and in particular the lessons learnt and any follow-up actions required. Guidance should be provided to the note-taker as to what is to be recorded.

## 21. **Reports**

a. Report the conduct of the drill to the management, either with a written report or verbally, as required by the management. An example of a report is provided at Appendix 6.

b. If a written report is submitted, arrange for a briefing on the drill to be given at a management meeting to inform top management of the proceedings.

## 22. **Records**

An ISPS Drills and Exercises Record Book should be maintained by the Port Facility. The following is an example of an entry in the ISPS Drill and Exercises Record Book:

ISPS Port Facility Drills and Exercises Record Book				
DATE	EVENT	ТҮРЕ	SUBJECT	REPORT REFERENCE
15/10/XX	Drill	Access control - Vehicle checks	D122 - Vehicle with suspicious person / item	PF/101/08-D122 dated xx/yy/zzzz



# **D122 TIME-TABLE FOR PLANNING**

DAYS TO DRILL	DATE	EVENT	CHECK
D -14	(calendar	Review the Guidelines	
D -14	dates to be	Confirm budget availability for items and/or services to be employed during the drill	
D -12	inserted)	Identify the drill control team	
D -10		Obtain management endorsement if it is required	
D -7		Refine or adjust the Master Events List if necessary	
D -5		Confirm the participants	
D -2		Brief the controllers and issue Letter of Identification, funds, etc.	
D day		Conduct the drill	
D day		Perform the debrief and record the lessons learnt	
D day		Record the conduct of the drill	
D +1		Prepare the written report on the drill	
D +2		Report the conduct of the drill to management	



# CODE WORDS

Code words are used to provide brevity and clarity in communications during the conduct of a drill. The code words listed below may be used to control the drill. They are generally initiated by the Chief Controller. Additional code words may be coined for specific circumstances.

CODE WORD	MEANING	
Drill Start	The drill is to commence	
Drill Suspend	The drill is temporarily suspended	
Drill Go	The drill is to resume from where it was suspended	
Drill Stop	The drill is to be terminated (prematurely)	
Drill End	The drill is completed	
For Exercise	The message or statement that follows this preamble relates to the drill only, and is not to be confused with real activity. This should be used to prefix all telephone or radio communications relating to simulated events for the drill e.g. "For exercise, I am from the Black September terrorist group. A bomb has been placed in your lobby."	
No Duff	The message or statement that follows this preamble relates to a real event or instruction e.g. "No duff, Mr. KLJ has fallen and cut his hand at the Restricted Area Gate 3. Please send a vehicle to pick him up."	



Port Facility

12 October XXXX

The Security Officer Port Facility

# **LETTER OF IDENTIFICATION**

This is to certify that *Mr. ABC* is a controller in a *Port Facility* maritime security drill being conducted on *17 October XXXX*. Please contact the undersigned and escort *Mr. ABC* to the Security Office.

signed *Mr. DEF* Port Facility Security Officer



# **D122 MASTER EVENTS LIST**

SERIAL	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
NO.				
Date: 1	2 Oct XX			
001	1600	Controller briefing		Meeting point away from the Port Facility
Date: 1	7 Oct XX			
002	0830	Participant briefing*		Staff canteen
003	0930	Controllers final briefing		Meeting point away from the Port Facility convenient to transportation for "intruders"
004	1000	Controllers at respective positions		Chief Controller at Port Facility vehicle entrance
005	1030	All security staff at respective positions		As appropriate
006	1031	Drill commence		
007	1105	Vehicle 1 to proceed to the Port Facility	Port Facility security staff should be able to recognize the behavior of the passenger as suspicious and perform the verification checks leading to apprehending the vehicle	Port Facility vehicle entrance
008	1410	Vehicle 2 to proceed to the Port Facility	Port Facility security staff should perform vehicle screening, find the radio control transmitter, recognize it as a suspicious item that may be used to trigger a device, and apprehend the vehicle	Port Facility vehicle entrance



SERIAL	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION	
NO.					
009	1500	Drill End	Dispersal of personnel		
010	1530	Debrief	Controllers and security staff to	Staff recreation room	
			report findings and lessons learnt		
* Not requ	* Not required if the drill is to be conducted without prior notice to the participants				



# <u>D 122 - POSSIBLE DIALOGUE BETWEEN THE SECURITY STAFF</u> <u>AND THE DRIVERS</u>

This dialogue serves as a guide to meet the simulation requirements of the drill. It is not meant as a script either for the security staff or the controller, but as a guide to the intent and content of the possible communication.

	Vehicle 1
Security staff to Driver 1	What is the purpose of your visit?
Driver 1 to Security staff	To send Ms/Mr UJK to the ship.
Security staff to Driver 1	What are you going to do on board?
Driver 1 to Security staff	He/she is meeting the Purser for a job as a cook.
Security staff to Driver 1	Do you have an appointment with the Purser?
Driver 1 to Security staff	Yes (no prior appointment would have been made)
	Vehicle 2
Security staff to Driver 2	What is the purpose of your visit?
Driver 2 to Security staff	<i>I am here to see Mr. GLH</i> (use a common local name with a higher probability of naming someone in the Port Facility by chance)



# **<u>REPORT ON THE CONDUCT OF SECURITY DRILL D122</u>**

Type of Drill	Access control – Vehicle checks	
Drill Conducted	Vehicle with suspicious person / item	
General objective	To practice port security staff in the screening of vehicles entering Port Facility premises	
Date and time	15 October XXXX at 1000 hrs.	
Duration	5 hrs	
Controllers	Mr GHJ, Manager, Safety and Security – Chief controller Mr YHU, Driver, Vehicle 1 Ms ATY, Passenger, Vehicle 1 Mr KMJ, Driver Vehicle 2	
Participants	Security staff from Team 2 and Team 3 All participants were briefed on the conduct of this drill	
Significant events	<ol> <li>Two vehicles were tasked to attempt to enter the company premises without prior authorization or appointment.</li> <li>Vehicle 1 carried a female passenger who claimed to be a job applicant on the ship MV THG alongside. Security staff examined her duffel bag and discovered clothing inside. The driver said that the job was not expected to start immediately. Security staff considered the situation suspicious and rejected the request for entry after noting the personal particulars.</li> </ol>	



1

Significant events	<ul> <li>3. Vehicle 2 was allowed to enter the premises after the driver obtained the required personnel and vehicle passes. Security staff noted the radio control transmitter but it did not trigger the expected suspicions.</li> <li>Include photographs if relevant</li> </ul>
Lessons learnt	<ol> <li>Security staff acted correctly on their suspicions about the passenger, based on her dress and behavior. Security staff should have also confirmed the bogus employee story by contacting the ship.</li> <li>Many items may be considered security threats but some represent a more serious risk than others. Security staff need to be familiarized with those items (such as radio transmitters) that would generally be considered security threats.</li> </ol>
	Include photographs if relevant
Follow-up action	<ol> <li>A briefing will be prepared for security staff to give them an idea of what are the items that may constitute a security threat. Funds will be sought to have the briefing prepared by a Recognized Security Organization.</li> <li>All employees will be reminded to be alert to abnormal dress, behavior or items that may constitute a maritime security threat.</li> </ol>
	3. These reminders will be included in Security Circulars to be initiated for Notice Boards and in weekly emails.
Performance indicators	<ol> <li>Detection rate - 1/2</li> <li>The degree of compliance with Port Facility security instructions in handling:         <ul> <li>a. Vehicle 1 driver and passenger - x%</li> <li>b. Vehicle 2 - y%</li> </ul> </li> </ol>
Total cost	\$xxx

# **XYZ** Port Facility Maritime Security Drill

# Controllers' Briefing

date

Access Control – Vehicle Checks

Vehicle with suspicious person / item

Drill D122





Drill number: 1/08

Date:

Start Time:

Location:

Estimated End Time:

Vehicle with suspicious person / item

## General Objective

To practice port security staff in the screening of vehicles entering Port Facility premises



### Vehicle with suspicious person / item

## Specific Objectives

- To validate the procedures for authorising vehicles to enter the Port Facility
- To assess security staff in the conduct of checks on vehicles entering the Port Facility
- To enhance the security awareness of threats to the Port Facility
- Meet or better the specified compliance benchmark and response times for this drill

### **Required Attainments**

Security staff will be able to:

- Apply the procedures in the Port Facility security instructions to authorise vehicles to enter the Port Facility
- Apply the procedures in the Port Facility security instructions for the screening of vehicles entering the Port Facility
- Challenge and apprehend vehicles that do not comply with instructions from Port Facility security staff

Vehicle with suspicious person / item

### Control Team

- Chief Controller: PFSO, Mr. AAA
- Controllers
  - + Driver 1 Mr. XXX
  - + Stowaway Ms YYY
  - + Driver 2 Mr. ZZZ

### Vehicle with suspicious person / item

### Participants

- •
- •

#### <u>Scenario</u>

· Ports are facing a latent maritime security threat

• The Designated Authority has

vigilant over this period



Facility • All security personnel are to be especially

Vehicle with suspicious person / item

## **Controller Mission**

Driver 1:

To enter the Port Facility by vehicle in order to embark a "stowaway" on board a ship alongside

Driver 2:

attack



Vehicle with suspicious person / item

### Controller Tasks

- The drivers are to comply with all procedures to obtain passes for personnel and vehicles to enter the Port Facility
- Carry appropriate identification to exchange for a Port Facility pass so as to gain entry

### Controller Tasks

- Driver 1 Mr. XXX: To get the stowaway past Port Facility security
- Stowaway Ms YYY: To have false temporary identification document, carry a light haversack with some clothes & personal effects for travel
- Driver 2 Mr. ZZZ: To carry a radio-control transmitter in the boot of the vehicle to simulate a triggering device for a "vehicle bomb"

Vehicle with suspicious person / item

## Controller Tasks

- Cover Story
  - Driver 1: Sending a person to join ship
  - Stowaway: Reporting for duties as a newly recruited cook on board
  - Driver 2: Delivering stores to the workshop



## Master Events List

SERIAL NO.	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
Date: DD/I	MM/YY			
001 1600		Controller briefing		Meeting point away from the Port Facility
Date: DD/M	/M/YY			
002	0830	Participant briefing		Staff canteen / Briefing Room / Etc
003	0930	Controllers final briefing		Meeting point away from the Port Facility convenient to transportation for "intruders"
004	1000			Chief Controller at Port Facility vehicle entrance
005	1030	All security staff at respective positions		As appropriate
006	1031	Drill commence		



iviaste	reve	<u>nts List</u>		
SERIAL NO.	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
007	1105	Vehicle 1 to proceed to the Port Facility	Port Facility security staff should perform vehicle screening and be able to recognise the behaviour of the passenger as suspicious and perform the verification checks leading to apprehending the vehicle and person(s)	Port Facility vehicle entrance
008	1410	Vehicle 2 to proceed to the Port Facility	Port Facility security staff should perform vehicle screening, find the radio control transmitter, recognise it as a suspicious item that may be used to trigger a device, apprehend the vehicle and person(s)	Port Facility vehicle entrance
009	1500	Drill End	Dispersal of personnel	
010	1530	Debrief	Controllers and security staff to report findings and lessons learnt	Staff recreation room





**Communications** 

- Telephone
- Walkie-Talkie
  - Participants Channel number
  - Controllers Channel number
- Mobile phone please exchange mobile numbers by xxxx hrs.

Veł	nicle with suspicious person / item
Code wor	ds
Drill Start	The drill is to commence
Drill Suspend	The drill is temporarily suspended
Drill Go	The drill is to resume from where it was suspended
Drill Stop	The drill is to be terminated (prematurely)
Drill End	The drill is completed
For Exercise	The message or statement that follows this preamble relates to the drill only, and is not to be confused with real activity
No Duff	The message or statement that follows this preamble relates to a real event or instruction



Safety

Safety Officer:

- Physical safety of personnel is paramount
- There is to be no physical contact between participants and controllers acting as intruders, etc.
- Controllers are not to resist "arrest"
- Do not neglect the safety of equipment







# XYZ Port Facility Maritime Security Drill

# Participants' Briefing

date

Access Control – Vehicle Checks

Vehicle with suspicious person / item

Drill D122



- Update on the ISPS Code/local regulations
- Developments in maritime security

Vehicle with suspicious person /	item
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**Review of Previous Port Facility Drill no. 4/07** 

Date conducted:

Objectives:

Lessons Learnt:

- •
- •

•

Vehicle with suspicious person / item

Drill number: 1/08

Date:

Start Time:

Location:

Estimated End Time:

## Vehicle with suspicious person / item

## General Objective

To practice port security staff in the screening of vehicles entering Port Facility premises



## Specific Objectives

- To validate the procedures for authorising vehicles to enter the Port Facility
- To assess security staff in the conduct of checks on vehicles entering the Port Facility
- To enhance the security awareness of threats to the Port Facility
- Meet or better the specified compliance benchmark and response times for this drill

#### Vehicle with suspicious person / item

## **Required Attainments**

Security staff will be able to:

- Apply the procedures in the Port Facility security instructions to authorise vehicles to enter the Port Facility
- Apply the procedures in the Port Facility security instructions for the screening of vehicles entering the Port Facility
- Challenge and apprehend vehicles that do not comply with instructions from Port Facility security staff



### Participants

Vehicle with suspicious person / item

## <u>Scenario</u>

security threat

Port Facility



- The Designated Authority has issued a warning that vehicles may be employed in an attack on a
- All security personnel are to be especially vigilant over this period

## Vehicle with suspicious person / item

## Port Facility Security Instructions



**Communications** 



- Walkie-Talkie
- Mobile phone please exchange mobile numbers by xxxx hrs.

Vehicle with suspicious person / item		
Code words		
Drill Start	The drill is to commence	
Drill Suspend	The drill is temporarily suspended	
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