

Drill	D123
Category	Access Control
Туре	Vehicle checks
Subject	Vehicle parked in, or in close proximity to a key area or
	Restricted Area
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. It applies equally to the main Port Facility precinct and any special high security zones that may be established within the Port Facility. 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. Vehicles parked adjacent to or within key areas or Restricted Areas pose a real and present danger to the security of the installations within those areas. In this drill, vehicles given permission to enter the Port Facility are parked thus, where they present an immediate threat. Port Facility staff should notice and respond to such suspicious and threatening behavior.

AIM OF THE DRILL

3. **General Objective**

To develop the vigilance of security staff in the observation of vehicles within the Port Facility

4. **Specific Objectives**

a. To test the vigilance of security staff to violations of Port Facility security instructions by vehicles within the Port Facility

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



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

c. Meet or better the specified compliance benchmark and response times for this drill.

REQUIRED ATTAINMENTS

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

- a. Recognize security breaches by vehicles within the Port Facility.
- b. Detect suspicious behavior of vehicles within 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 two vehicles and their drivers to take part in this drill as controllers. The drivers should not be familiar to Port Facility security staff. Appointments may be made for them to enter the Port Facility by adopting the normal procedures for visitors.

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. The vehicles may be preauthorized to enter the Port Facility.

b. <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. Refreshments for the debrief.
- c. 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 enter the Port Facility by seeking permission in the normal manner at the Port Facility entrance. Upon entry, they will proceed to park at an unauthorized or "No Parking" spot within or near a Restricted Area as close as possible to a key installation, as directed by the Chief Controller. Port Facility staff going about their duties should be alert to, and take note of the infringements by these vehicles and report them.

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>

Terrorists are determined to destroy key installations in the Port Facility. They have prepared two vehicles as vehicle bombs, and with the help of a sympathizer working in the Port Facility, secured permission to enter the premises with their vehicles. They will leave their vehicles in places that will cause the greatest damage when the bombs go off by a timing device in each vehicle. To maximize their chances of success they will make each vehicle operate independently of the other, and enter the Port Facility at different times.

c. <u>Tasks</u>

(1) The mission of both vehicles is to park next to a key installation and/or within a Restricted Area in order to simulate a vehicle bomb attack.

(2) Vehicle 1 is to park outside a Restricted Area (accessibility consideration), next to a key installation that is within the Restricted Area. The vehicle should be parked next to a "No Parking" signboard if one is located there.



(3) Vehicle 2 is to park within a Restricted Area at a spot where parking is not permitted. Access to the Restricted Area should be planned by the Chief Controller during the planning for the drill. The security arrangements for Restricted Areas vary and cannot be anticipated in these guidelines. Thus, consideration should be given during the planning for the drill, to the realism of an unauthorized vehicle entering the Restricted Area.

(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**

a. 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.

b. The following objective performance indicators are the target benchmark response times to be achieved for this drill:

FROM	ТО	DURATION (minutes)
		(IIIIIutes)
Detection of Vehicle 1	Deployment of response team	X
Detection of Vehicle 2	Deployment of response team	у
Deployment of response	Notification of Authority	Z
team		

CONCLUDING THE DRILL

19. The drill shall be ended under the following circumstances:

a. When the vehicles have been reported by Port Facility staff and actions taken in accordance with the Port Facility security instructions. or

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b. If the vehicles are not observed during the mission, then at a predetermined time after being parked.

- 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 5.



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**

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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	D123 - Vehicle parked in, or in close proximity to a key area or Restricted Area	PF/101/08-D123 dated xx/yy/zzzz



D123 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



D123 MASTER EVENTS LIST

SERIAL	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
NO.				
Date: 1	2 Oct XX			
001	1600	Controller briefing		Meeting room in the Port Facility
Date: 1	7 Oct XX			
002	0900	Participant briefing*		Staff canteen
003	0930	Controllers final briefing		Meeting room in the Port Facility
004	1000	Controllers at respective		Chief Controller at Port Facility
		positions		vehicle entrance
005	1030	All security staff at respective		As appropriate
		positions		
006	1031	Drill commence		
007	1105	Vehicle 1 to proceed to park at	Port Facility staff should notice	Key installation
		the key installation	the inappropriately parked vehicle	
			and take action	
008	1410	Vehicle 2 to proceed to park in	Port Facility staff should notice	Restricted Area
		the Restricted Area	the inappropriately parked vehicle	
			and take action	
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	ired if the dr	ill is to be conducted without prior	r notice to the participants	



REPORT ON THE CONDUCT OF SECURITY DRILL D123

Type of Drill	Access control - Vehicle checks
Drill Conducted	Vehicle parked in, or in close proximity to a key area or Restricted Area
General objective	To develop the vigilance of security staff in the observation of vehicles within the Port Facility
Date and time	15 October XXXX at 1100 hrs.
Duration	5 hrs
Controllers	Mr GHJ, Manager, Safety and Security – Chief controller Mr YHU, Driver, Vehicle 1 Mr KMJ, Driver, Vehicle 2
Participants	Security staff from Team 2 and Team 3 Participants were not briefed on the conduct of this drill
Significant events	 Two vehicles were tasked to park in sensitive locations. Vehicle 1 parked right under a "No Parking" signboard within 5m of the AVGAS transfer pump, a designated key installation. Security staff on patrol noticed the vehicle within 6 minutes. When the security team arrived, they decided to arrange for the vehicle to be removed. This event was terminated by the Chief Controller.



Significant events	 3. Vehicle 2 was granted permission to access the Restricted Area to deliver some construction equipment. Vehicle 2 was parked next to the power grid switching system for 65 minutes with no one present nearby before it was noticed by security staff. In that time, 2 other security patrols had passed the vehicle without noting the situation. A security team was deployed to investigate, and action was taken to inform the Police (simulated). The drill was then terminated by the Chief Controller. Include photographs if relevant
Lessons learnt	 Security staff manning the surveillance camera control room did not notice Vehicle 1 when it was being parked outside the AVGAS transfer pump room. However, the time interval between the vehicle being parked and its discovery by Patrol Team 4 is considered too short for any failure to be attributed to the security camera control room staff. The response by security staff to remove Vehicle 1 is incorrect. The vehicle should have been inspected carefully and if considered suspicious, the appropriate authorities should have been contacted. Vehicle 2 did not show up on any of the surveillance camera records from the Restricted Area. The review of the recording shows that the surveillance cameras at the Restricted Area do not cover the spot where Vehicle 2 was parked. Include photographs if relevant
Follow-up action	 Arrangements will be made with the company that installed the security cameras to review their installation as the coverage is not comprehensive. All employees will be reminded to be alert to unfamiliar persons or vehicles wandering around the premises and report these to security staff.



Performance indicators	 Detection rate - 2/2 The degree of compliance with Port Facility security instructions in handling: a. Vehicle 1 - x% b. Vehicle 2 - y% From Detection of Vehicle 1 to Deployment of response team x minutes
	 4. From Detection of Vehicle 2 to Deployment of response team – y minutes 5. From Deployment of response team to Notification of Authority – z minutes
Total cost	\$ <i>xxx</i>

XYZ Port Facility Maritime Security Drill

Controllers' Briefing

date

Access Control – Vehicle Checks

Vehicle parked in, or in close proximity to a Key Area or Restricted Area

Drill D123

Vehicle parked in, or in close proximity to, a key area or Restricted Area

<u>Scope</u>

- Date, time, location
- General objective
- Specific objectives
- Required attainmentsControllers
- Participants
- Scenario
- Controller Mission
- Controller Mission
 Controller Tasks
- Communications
- Safety
- Debrief



Drill number: 1/08

Date:

Start Time:

Location:

Estimated End Time:

Vehicle parked in, or in close proximity to, a key area or Restricted Area

General Objective

To develop the vigilance of security staff in the observation of vehicles within the Port Facility



Vehicle parked in, or in close proximity to, a key area or Restricted Area

Specific Objectives

- To test the vigilance of security staff to violations of Port Facility security instructions by vehicles within the Port Facility
- To practice security staff in the conduct of checks on vehicles within 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:

- Recognise security breaches by vehicles within the Port Facility
- Detect suspicious behaviour of vehicles within the Port Facility
- Act on their suspicions to check such persons and vehicles thoroughly

Vehicle parked in, or in close proximity to, a key area or Restricted Area

Control Team

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

Vehicle parked in, or in close proximity to, a key area or Restricted Area

Participants

- .

Scenario

• Terrorists are determined to destroy key installations in the Port Facility



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

Vehicle parked in, or in close proximity to, a key area or Restricted Area

Controller Mission

To park next to a key installation and/or within a Restricted Area in order to simulate a vehicle bomb attack



Vehicle parked in, or in close proximity to, a key area or Restricted Area

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 park outside a Restricted Area, next to a key installation inside the Restricted Area. Park next to a "No Parking" signboard if possible
- Driver 2 Mr. YYY: To park within a Restricted Area at a "No Parking" area

Vehicle parked in, or in close proximity to, a key area or Restricted Area

Controller Tasks

- Cover Story
 - Driver 1: To see the workshop manager
 - Driver 2: To deliver some construction equipment

Vehicle parked in, or in close proximity to, a key area or Restricted Area

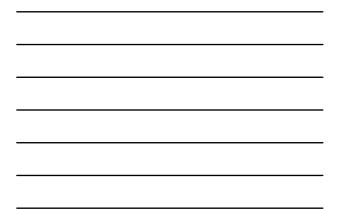
Controller Tasks

• Carry the "Letter of Identification" and tender it if harassed



Master Events List

SERIAL NO.	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
Date: DI	D/MM/YY			
001	1600	Controller briefing		Meeting room in the Port Facility
Date: DE	D/MM/YY			
002	0900	Participant briefing		Staff canteen / Briefing Room / Etc
003	0930	Controllers final briefing		Meeting room in the Port Facility
004	1000	Controllers at respective positions		Chief Controller at Port Facility vehicle entrance



Vehicle parked in, or in close proximity to, a key area or Restricted Area

Master Events List

SERIAL NO.	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
005	1030	All security staff at respective positions		As appropriate
006	1031	Drill commence		
007	1105	Vehicle 1 to proceed to park at the key installation	Port Facility staff should notice the inappropriately parked vehicle and take action per SOP	Key installation
008	1410	Vehicle 2 to proceed to park in the Restricted Area	Port Facility staff should notice the inappropriately parked vehicle and take action per SOP	Restricted Area
009	1500	Drill End	Dispersal of personnel	
010	1530	Debrief	Controllers and security staff to report findings and lessons learnt	Assigned room eg.,Staff recreation room

Vehicle parked in, or in close proximity to, a key area or Restricted Area

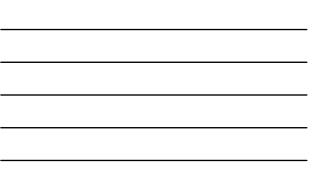
Communications

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

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Code words

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



Vehicle parked in, or in close proximity to, a key area or Restricted Area Safety Safety Officer:

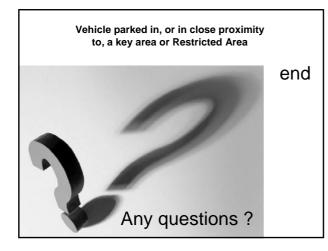
- Physical safety of personnel is paramount
- There is to be no physical contact between participants and controllers acting as intruders, etc.
- Controllers are not to resist "arrest"
- Do not neglect the safety of equipment

Vehicle parked in, or in close proximity to, a key area or Restricted Area

Debrief

- · Location:
- Secretary:
- Attendance
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XYZ Port Facility Maritime Security Drill

Participants' Briefing

date

Access Control – Vehicle Checks

Vehicle parked in, or in close proximity to, a Key Area or Restricted Area

Drill D123

Vehicle parked in, or in close proximity to, a key area or Restricted Area Scope Review of the previous drill · Date, time, location General objective Specific objectives Required attainments Controllers

- Participants
- Scenario
- Port Facility security instructions
- Communications
- Safety
- Debrief
- Update on the ISPS Code/local regulations
- Developments in maritime security



Review of Previous Port Facility Drill no. 4/07

Date conducted:

Objectives:

Lessons Learnt:

- •
- •
- •

Vehicle parked in, or in close proximity to, a key area or Restricted Area

Drill number: 1/08

Date:

Start Time:

Location:

Estimated End Time:

Vehicle parked in, or in close proximity to, a key area or Restricted Area

General Objective

To develop the vigilance of security staff in the observation of vehicles within the Port Facility



Specific Objectives

- To test the vigilance of security staff to violations of Port Facility security instructions by vehicles within the Port Facility
- To practice security staff in the conduct of checks on vehicles within 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 parked in, or in close proximity to, a key area or Restricted Area

Required Attainments

Security staff will be able to:

- Recognise security breaches by vehicles
 within the Port Facility
- Detect suspicious behaviour of vehicles within the Port Facility
- Act on their suspicions to check such persons and vehicles thoroughly

Vehicle parked in, or in close proximity to, a key area or Restricted Area

Control Team

• Chief Controller: PFSO, Mr. AAA



Participants

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- •
- •

Vehicle parked in, or in close proximity to, a key area or Restricted Area

Scenario



Port FacilityThe Designated Authority has issued a

• Terrorists are determined to destroy key installations in the

- warning that vehicles may be employed in an attack on a Port Facility
- All security personnel are to be especially vigilant over this period

Vehicle parked in, or in close proximity to, a key area or Restricted Area

Port Facility Security Instructions

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Vebicle with suspicious person initem to, a key area or Restricted Area

Communications

- Telephone
- Walkie-Talkie

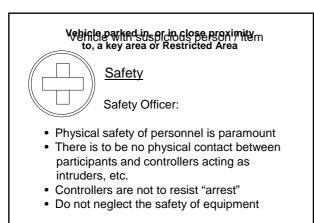


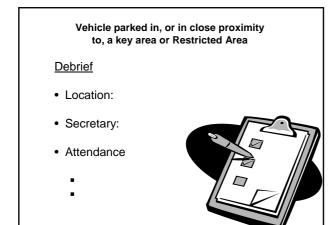
• Mobile phone – please exchange mobile numbers by xxxx hrs.

Vehicle parked in, or in close proximity to, a key area or Restricted Area

Code words

Drill Start	The drill is to commence
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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





Updates on the ISPS Code and local Regulations

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Vehicle parked in, or in close proximity to, a key area or Restricted Area

Developments in Maritime Security

