



Drill	D124
Category	Access Control
Type	Vehicle checks
Subject	Vehicle forcing entry
Security Level	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 as much on the quality of the physical barriers as the quality of the personnel manning and maintaining them. This is especially true when the threat includes vehicles that may charge the entrance in an attempt to break in to the Port Facility.

2. In this drill, a vehicle rigged as a “vehicle bomb” driven by a “suicide bomber” attempts to overcome the physical barriers at the entrance and forcibly break in to the Port Facility. Security staff will be expected to respond to the incursion in accordance with the Port Facility Security Plan.

AIM OF THE DRILL

3. **General Objective**

To practice security staff in vehicle access control measures.

4. **Specific Objectives**

- a. To practice security staff in the techniques to approach vehicles entering the Port Facility
- b. To validate the measures for the prevention of forced entry by vehicles into Port Facility premises
- c. To practice the response to a forced entry by a vehicle into 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. Prepare the Port Facility vehicle entrance against a forced entry by vehicles.
 - b. Recognize suspicious behavior of vehicles traveling towards the Port Facility entrance.
 - c. Adopt the correct approach to screen vehicles entering the Port Facility.
 - d. React correctly to a forced entry by a vehicle.

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. Control Team

- (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 one vehicle and a skillful driver to take part in this drill as a controller. The driver must be confident of his ability to perform the task safely. The driver should not be familiar to Port Facility security staff.

- b. Participants

The participants will be the Port Facility security staff.



c. Safety Officer

The appointment of a safety officer for this drill is essential. He must participate actively in planning all aspects of the action to be carried out during the drill.

8. **Resources**

a. Vehicle

The Chief Controller is to arrange for a vehicle with an experienced and competent driver for this drill. The vehicle may be sourced from associated companies, contractors or suppliers, etc. It should not be familiar to security staff at the Port Facility.

b. Props

A simple switch box with electrical cables leading under the passenger seat should be placed on the front passenger seat to simulate the means of actuating the “vehicle bomb”.

c. Communications

(1) **Equipment**

(a) Mobile phone: 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) Walkie-talkie: 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. Other requirements

- (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. The safety of personnel and materials is the primary consideration in this drill, as the vehicle is required to make an attempt at forcibly breaking into the Port Facility. The safety of security personnel should be provided for in the Port Facility security instructions on dealing with forcible entry by vehicles.

Where it is assessed that an attempt at a forced entry by a vehicle cannot be made without reasonable assurance of

- (1) safety of the security staff and the driver**
- (2) safety of the vehicle and equipment (such as barriers)**

this drill should not be conducted.

b. Consideration should be given to making special arrangements at the Port Facility entrance to ensure safety and facilitate this drill if it is deemed significant and important to practice security staff in reacting to a forced entry by a vehicle.

c. Security staff actions in connection with this drill must be discussed during the planning and closely monitored by the Safety Officer. The Safety Officer is to station himself at a location where he would be:

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

10. **Budget**

Funding may be needed for the following:

- a. Employment of vehicle and driver.
- b. Preparation of the switch box.
- c. Refreshments for the debrief.
- d. Reimbursement of expenses incurred by controllers or staff.

11. **Policy for disclosure**

a. The conduct of this drill should be announced, and it should be planned together with the participants.



- b. Ships at the Port Facility should be notified in advance of the conduct of this drill, and requested that their crew be informed to keep clear of the Port Facility entrance during the drill period.

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 vehicle to force an entry to the Port Facility after its driver “realizes” that he is not likely to obtain permission to enter. After entering, the vehicle will race to, and stop next to a key installation, ending the drill with a simulated “suicide bomb” explosion. For safety reasons, the “key installation” may be simulated not far from the Port Facility entrance. Security staff are expected to act in accordance with the Port Facility security instructions to thwart a forced entry by a vehicle.

- b. The “injects” (simulated events) for the conduct of the drill are provided in the example of a Master Events List at Appendix 3. 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. Scenario

A “suicide bomber” has been primed to drive a “vehicle bomb” into the Port Facility to destroy a key target. The driver will approach the entrance and seek permission to enter in the normal manner at the Port Facility entrance. Unable to meet the demand for identification, purpose of visit, etc. the suicide bomber driver becomes desperate to fulfill the mission given to him by his handlers, and makes a forced entry to the Port Facility.



c. Tasks

(1) The mission of the driver is to enter the Port Facility with a vehicle carrying a simulated bomb in order to attack a selected target. The driver will carry no means of identifying himself. When the request to enter the Port Facility is rejected by security staff, the driver is to return to the vehicle and drive away. At an appropriate point, the vehicle is to turn around and approach the Port Facility entrance slowly. When the driver notices that the way is clear, he accelerates into the Port Facility.

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

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

15. **Participant briefing**

a. A briefing to participants is to be conducted, and will 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 not 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 vehicle has made its attempt at forcing entry.
or
- b. When ordered by the Chief Controller or Safety Officer.

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 4.
- 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	TYPE	SUBJECT	REPORT REFERENCE
<i>15/10/XX</i>	<i>Drill</i>	<i>Access control - Vehicle checks</i>	<i>D124 - Vehicle forcing entry</i>	<i>PF/101/08-D121 dated xx/yy/zzzz</i>

**D124 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."

**D124 MASTER EVENTS LIST**

SERIAL NO.	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
<i>Date: 12 Oct XX</i>				
001	1600	<i>Controller briefing</i>		<i>Meeting point away from the Port Facility</i>
<i>Date: 17 Oct XX</i>				
002	0830	<i>Participant briefing</i>		<i>Staff canteen</i>
003	0930	<i>Controllers final briefing</i>		<i>Meeting point away from the Port Facility</i>
004	1000	<i>Controllers at respective positions</i>		<i>Chief Controller at Port Facility vehicle entrance</i>
005	1030	<i>All security staff at respective positions</i>		<i>As appropriate</i>
006	1031	<i>Drill commence</i>		
007	1105	<i>Vehicle to proceed to Port Facility vehicle entrance</i>	<i>Port Facility security staff should notice the vehicle's approach</i>	<i>Port Facility vehicle entrance</i>
008	1106	<i>Driver to attempt to obtain pass to enter the Port Facility</i>	<i>Port Facility security staff to respond accordingly. Vehicle check may be carried out.</i>	<i>Port Facility vehicle entrance</i>
009	1115	<i>Vehicle to race in to the Port Facility</i>	<i>Port Facility security staff should take immediate action in accordance with Port Facility security instructions</i>	<i>Port Facility vehicle entrance</i>
010	1120	<i>Drill End</i>	<i>Dispersal of personnel</i>	
011	1400	<i>Debrief</i>	<i>Controllers and security staff to report findings and lessons learnt</i>	<i>Staff recreation room</i>

**REPORT ON THE CONDUCT OF SECURITY DRILL D124**

Type of Drill	<i>Access control – Vehicle checks</i>
Drill Conducted	<i>Vehicle forcing entry</i>
General objective	<i>To practice security staff in vehicle access control measures</i>
Date and time	<i>15 October XXXX at 1000 hrs.</i>
Duration	<i>2 hrs</i>
Controllers	<i>Mr GHJ, Manager, Safety and Security – Chief controller Mr YHU, Driver</i>
Participants	<i>Security staff from Team 2 and Team 3 All participants were briefed on the conduct of this drill</i>
Significant events	<p><i>1. A vehicle simulating a “vehicle bomb” driven by a “suicide bomber” attempted to force an entry into the Port Facility.</i></p> <p><i>2. The vehicle approached the entrance and the driver tried to get a pass to enter the Port Facility with his vehicle. Without identification and any reason for entering, the security staff correctly rejected his request.</i></p> <p><i>3. The vehicle drove away for a short distance, then turned back and approached the entrance slowly. Security staff acted in accordance with Port Facility security instructions and approached the vehicle to stop it. The vehicle sped past security staff, avoided the barriers, and succeeded in entering the Port Facility.</i></p> <p><i>Include photographs if relevant</i></p>



Lessons learnt	<p><i>1. Security barriers for Security Level 2 were located in accordance with the PFSP i.e. they were not moved to enhance safety during the drill, as this was deemed unnecessary. The barriers slowed down the vehicle but not sufficiently for an effective response.</i></p> <p><i>2. Security staff did not place themselves in any dangerous position when approaching the vehicle. The Port Facility security instructions on approaching a vehicle by security staff are validated.</i></p> <p><i>3. It is debatable if any barrier that has to admit vehicles in the normal course of business will prove effective against a determined attacker. However, the driver reported that he found the barriers intimidating enough to slow his approach. Thus, the deterrent value is assessed to be adequate.</i></p> <p>Include photographs if relevant</p>
Follow-up action	<p><i>The current arrangement of security barriers at the entrance for Security Level 2 is presently unchanged for Security Level 3. A new arrangement will be worked out for the barriers for Security Level 3, maintaining the current arrangement for Security Level 2.</i></p>
Performance indicators	<p><i>The degree of compliance with Port Facility security instructions in handling:</i></p> <ol style="list-style-type: none"><i>1. Drivers request for a pass – x%</i><i>2. Vehicle forcing entry – y%</i>
Total cost	\$xxx

XYZ Port Facility
Maritime Security Drill

Controllers' Briefing

date

Access Control – Vehicle Checks

Vehicle forcing entry

Drill D124

Vehicle Forcing Entry

Scope

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



Vehicle Forcing Entry

Drill number: 1/08

Date:

Start Time:

Location:

Estimated End Time:

Vehicle Forcing Entry

General Objective

To practice security staff in vehicle access control measures



Vehicle Forcing Entry

Specific Objectives

- To practice security staff in the techniques to approach vehicles entering the Port Facility
- To validate the measures for the prevention of forced entry by vehicles into Port Facility premises
- To practice the response to a forced entry by a vehicle into the Port Facility
- Meet or better the specified compliance benchmark for this drill

Vehicle Forcing Entry

Required Attainments

Security staff will be able to:

- Prepare the Port Facility vehicle entrance against a forced entry by vehicles
- Recognise suspicious behaviour of vehicles traveling towards the Port Facility entrance
- Adopt the correct approach to screen vehicles entering the Port Facility
- React correctly to a forced entry by a vehicle

Vehicle Forcing Entry

Control Team

- Chief Controller: PFSO, Mr. AAA
- Controllers
 - ✦ Driver 1 – Mr. XXX

Vehicle Forcing Entry

Participants

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Vehicle Forcing Entry

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 Forcing Entry

Controller Mission

To enter the Port Facility with a vehicle carrying a simulated bomb in order to attack a key installation



Vehicle Forcing Entry

Controller Tasks

Driver 1 - Mr. XXX:

- Attempt to obtain a personal and vehicle entry permit
- Do not carry any identification documents with you
- Failing to get passes, return to the vehicle, and drive to the entrance

Vehicle Forcing Entry

Controller Tasks

- If security guards attempt to stop the vehicle, charge through
- Carry the “Letter of Identification” and tender it if harassed



Vehicle Forcing Entry

Master Events List

SERIA L NO.	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
Date: DD/MM/YY				
001	1600	Controller briefing		Meeting point away from the Port Facility
Date: DD/MM/YY				
002	0830	Participant briefing		Staff canteen / Briefing Room / Etc.
003	0930	Controllers final briefing		Meeting point away from the Port Facility
004	1000	Controllers at respective positions		Chief Controller at Port Facility vehicle entrance
005	1030	All security staff at respective positions		As appropriate

Vehicle Forcing Entry

Master Events List

SERIA L NO.	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
006	1031	Drill commence		
007	1105	Vehicle to proceed to Port Facility vehicle entrance	Port Facility security staff should notice the vehicle's approach	Port Facility vehicle entrance
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009	1115	Vehicle to race in to the Port Facility	Port Facility security staff should take immediate action in accordance with Port Facility security instructions	Port Facility vehicle entrance
010	1120	Drill End	Dispersal of personnel	
011	1400	Debrief	Controllers and security staff to report findings and lessons learnt	Assigned room eg. Staff recreation room

Vehicle Forcing Entry

Controller Preparations

- Install temporary road barriers



Vehicle Forcing Entry

Communications

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

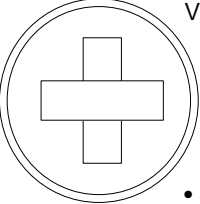


Vehicle Forcing Entry

Code words

Drill Start	The drill is to commence
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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 Forcing Entry

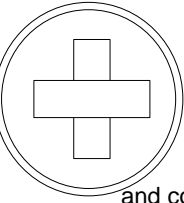


Safety

Safety Officer:

- Safety is of paramount importance in this drill
- If the driver is in any way unsure of the safety aspects, he is not to attempt the charge
- Speed during the charge must be controlled

Vehicle Forcing Entry



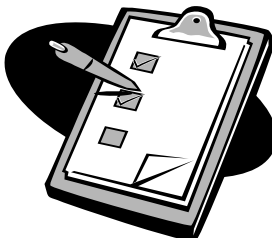
Safety

- There is to be no physical contact between participants and controllers acting as intruders, etc.
- Security staff are not to use abusive language when talking to controllers acting as "intruders"
- Do not neglect the safety of equipment

Vehicle Forcing Entry

Debrief

- Location:
- Secretary:
- Attendance
-
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Vehicle Forcing Entry



end

Any questions ?

XYZ Port Facility
Maritime Security Drill
Participants' Briefing

date

Access Control – Vehicle Checks

Vehicle forcing entry

Drill D124

Vehicle Forcing Entry

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



Vehicle Forcing Entry

Review of Previous Port Facility Drill no. 4/07

Date conducted:

Objectives:

Lessons Learnt:

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-
-

Vehicle Forcing Entry

Drill number: 1/08

Date:

Start Time:

Location:

Estimated End Time:

Vehicle Forcing Entry

General Objective

To practice security staff in vehicle access control measures



Vehicle Forcing Entry

Specific Objectives

- To practice security staff in the techniques to approach vehicles entering the Port Facility
- To validate the measures for the prevention of forced entry by vehicles into Port Facility premises
- To practice the response to a forced entry by a vehicle into the Port Facility
- Meet or better the specified compliance benchmark for this drill

Vehicle Forcing Entry

Required Attainments

Security staff will be able to:

- Prepare the Port Facility vehicle entrance against a forced entry by vehicles
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Vehicle Forcing Entry

Control Team

- Chief Controller: PFSO, Mr. AAA



Vehicle Forcing Entry

Participants

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Vehicle Forcing Entry

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 Forcing Entry

Port Facility Security Instructions

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Vehicle Forcing Entry

Communications

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

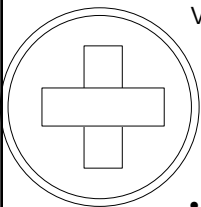


Vehicle Forcing Entry

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Vehicle Forcing Entry

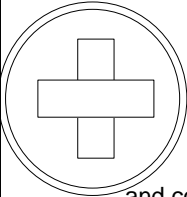


Safety

Safety Officer:

- Safety is of paramount importance in this drill
- Security staff are to keep well clear and not attempt to stop the vehicle if the driver should decide to charge into the Port Facility

Vehicle Forcing Entry



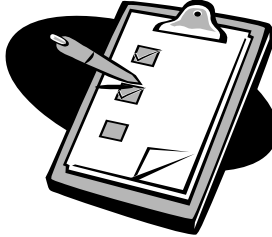
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- There is to be no physical contact between participants and controllers acting as intruders, etc.
- Security staff are not to use abusive language when talking to controllers acting as “intruders”
- Do not neglect the safety of equipment

Vehicle Forcing Entry

Debrief


- Location:
- Secretary:
- Attendance
-
-



Vehicle Forcing Entry

Updates on the ISPS Code and local Regulations

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Vehicle Forcing Entry

Developments in Maritime Security



Vehicle Forcing Entry

end



Any questions ?
