

ATTACHMENT H

FACILITY SECURITY PLAN Outline

1.0 Overview

- 1.1 Purpose
- 1.2 Scope
- 1.3 Assumptions
- 1.4 General Overview of the Threat
- 1.5 General Overview of Risks
- 1.6 Plan Responsibilities
 - 1.6.1 Security/Compliance Management Official
 - 1.6.2 Corporate Security
 - 1.6.3 Guard Force Manager
 - 1.6.4 Guard Force Training
 - 1.6.5 Guard Force Oversight
- 1.7 Coordination with Local Law Enforcement and Emergency Management Officials
 - 1.7.1 Law Enforcement Liaison
 - 1.7.2 FBI Liaison
 - 1.7.3 Emergency Response by Local Utilities (e.g., water, electric, telephone, power)
- 1.8 Reporting Requirements
 - 1.8.1 Local Security Incidents
 - 1.8.2 Event/Incident Reporting
 - 1.8.3 FMS Alerting Plan
- 1.9 Training Requirements
 - 1.9.1 Initial Security Awareness Training
 - 1.9.2 Annual Security Awareness Training
 - 1.9.3 Specialized Security Awareness Training (Agency Specific)

2.0 Intrusion Detection Equipment

- 2.1 System Description (including location of sensors and areas of protection)
- 2.2 Motion Sensors (type/model; location)
- 2.3 Glass Break Sensors (type/model; location)
- 2.4 Door Alarms (i.e., Door Contacts)
- 2.5 Remote Alarm Service - Local Law Enforcement Coordination and Response
- 2.6 Loss of Alarm System Coverage
- 2.7 Maintenance and Service Calls

3.0 Access Control

- 3.1 Access Control System
 - 3.1.1 System Description (discussion of type of access control system, e.g., proximity card, swipe card, turnstiles in conjunction with card readers, PIN's biometrics, revolving doors, portals used in concert with card access or biometrics, etc.)
 - 3.1.2 Alarm monitoring, panels and reports
 - 3.1.3 Accountability and control procedures for proximity and swipe cards
 - 3.1.4 Location of All Access Control devices (e.g., location of card readers)
 - 3.1.5 Unauthorized Access/Unauthorized Access Attempts
- 3.2 Facility Access (General Population)
 - 3.2.1 General Access Rules
 - 3.2.2 Examination of Property
 - 3.2.3 Removal from Premise
 - 3.2.4 Protocol for Facility Access After Normal Business Hours
- 3.3 Visitor Registration, Escort and Control
 - 3.3.1 Visitor Registration
 - 3.3.2 Escort Authority and Responsibilities
 - 3.3.3 Escort Procedures
 - 3.3.4 Maintenance Personnel and Cleaning Personnel
 - 3.3.5 Service Repairmen (e.g., electricians, plumbers,

4.0 Closed Circuit Television System Operation and Surveillance Cameras

- 4.1 System Description
- 4.2 Security of Head End and Recording Equipment
- 4.3 CCTV Monitoring
- 4.4 Loss of Camera Coverage
- 4.5 Maintenance and Service Calls
- 4.6 Size/model of CCTV Monitors
- 4.7 Matrix switchers
- 4.8 Sequential switchers
- 4.9 Quad Splitters
- 4.10 Description of exterior cameras and camera coverage (fixed and Pan/Tilt/Zoom cameras)
- 4.11 Description of interior cameras and camera coverage (fixed and Pan/Tilt/Zoom cameras)

5.0 Video Recording System

- 5.1 System Description (including type of video recorders, multiplexers, digital vs. analog, time lapse)
- 5.2 Security of Head End and Recording Equipment
- 5.3 Method used for image recording (e.g., VHS tapes, DAT tapes, CD, hard drive, etc.)
- 5.4 Security and Retention of Tapes
- 5.5 Maintenance and Service Calls

6.0 Key and Lock Control

6.1 Key Control

- 6.1.1 Inventory (i.e., Use of Key Register documenting the total number of keys by quantity and type)
- 6.1.2 Key Inventory Procedures
- 6.1.3 Key Sign In/Out Procedures
- 6.1.4 Locksmith Services
- 6.1.5 Responding to Lockouts

6.2 Cipher Lock operations

- 6.2.1 Combination Settings
- 6.2.2 Maintenance
- 6.2.3 Key Access

7.0 Guard Force Operations

- 7.1 General Guard Force Responsibilities
- 7.2 Perimeter Patrol
- 7.3 Operation and Use of PA (Public Address) System
- 7.4 Guard Post Orders (For each post in support of the LB operation)
- 7.5 Internal Patrol
- 7.6 Responding to Alarms or Incidents
- 7.7 Use of Force
- 7.8 Response to Alarms
- 7.9 Response to Emergencies

8.0 Courier Service and Deliveries

8.1 Courier Services

- 8.1.1 Schedule
- 8.1.2 Courier Delivery Procedures
- 8.1.3 Courier Pick Up Procedures
- 8.1.4 Courier Emergencies

8.2 Deliveries

- 8.2.1 Schedule(s)
- 8.2.2 Protocol/Delivery procedures
- 8.2.3 Unscheduled or Emergency Deliveries

8.3 Mail Service

- 8.3.1 Schedule of mail drops
- 8.3.2 Procedure for incoming/outgoing Express Mail
- 8.3.3 Procedure for incoming/outgoing Certified Mail

8.4 FedEx (Federal Express)/UPS (United Parcel Service) Deliveries

- 8.4.1 Schedule
- 8.4.1 Procedures

9.0 Emergency Actions

- 9.1 Overview of actions taken in emergency (i.e., life/health/safety) situations
- 9.2 Bomb Threat
 - 9.2.1 Detection
 - 9.2.2 Reporting
 - 9.2.3 Coordination with Local Law Enforcement
 - 9.2.4 Area or Facility Evacuation
- 9.3 Civil Disturbance
- 9.4 Medical Emergency
 - 9.4.1 Responding to a Medical Emergency
 - 9.4.2 Assistance to Local Medical Personnel
- 9.5 Power Outage
 - 9.5.1 UPS or battery back up for IDS equipment
 - 9.5.2 UPS or battery back up for surveillance cameras, CCTV and video recording equipment
- 9.6 Severe Weather
- 9.7 Suspicious Package and Suspected Contaminated Mail
- 9.8 Threats to the Facility or Personnel
- 9.9 Workplace Violence
- 9.10 Hazardous Material (HAZMAT) Response