



PORT FACILITY SECURITY PLAN

[insert name of port]

PROTECTION CATEGORY [insert three letter category abbreviation e.g. PAX]

OFFICIAL - SENSITIVE

[when completed]

HANDLING INSTRUCTIONS

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SECTION 1: PORT FACILITY DETAILS

Name of port facility

[insert text]

Name of operating company

[insert text]

Full postal address

[insert text]

General telephone and e-mail contact details

[insert text]

Name of PFSO

[insert text]

PFSO Training Course successfully completed

Date: [insert text]

Location: [insert text]

Training Provider: [insert text]

PFSO contact details

Postal address: [insert text]

Telephone: [insert text]

Fax: [insert text]

E-mail: [insert text]

Name of company Director / Chief Executive

[insert text]

Name of port estate (if applicable)

[insert text]

Brief summary of port operations including size of estate, activities, number of ship movements and unusual characteristics

[insert text]

Date of PFSP submission [insert text]

Date of PFSP approval by Department for Transport [insert text]

Updates

[insert text]

[insert text]

[insert text]

[insert text]

SECTION 2: MANAGEMENT OF SECURITY

Port Security Committee and/or Port Security Authority

(PFSI Ch3)

Name and company details (where applicable) of Committee/ Authority Chair

[insert text]

Names of organisations permanently represented at the Committee/ Authority

[insert text]

General procedures for convening the Committee/ Authority Chair

[insert text]

Procedures for convening the Committee/ Authority at times of heightened security

[insert text]

Procedures for recording Committee/ Authority meetings, circulating minutes and informing members of actions required

[insert text]

Security Level Changes (PFSI Ch3)

Procedures for receiving and disseminating Security Level information to relevant staff

[insert text]

Personnel with Security Duties (PFSI Ch3)

The roles and structure of port facility personnel with security responsibilities (preferably a flow diagram)

[insert text]

Duties and responsibilities of the PFSO, including details of working hours allocated to security matters

[insert text]

List of security duties of permanent port facility personnel (other than the PFSO or details shown in flow diagram)

[insert text]

Details of security contractors (if applicable) and their contracted duties

[insert text]

PFSP Review, Amendment and Audit (PFSI Ch3)

PFSP review procedures

[insert text]

PFSP amendment procedures

[insert text]

PFSP audit procedures

[insert text]

Response to and Reporting of Security Threats, Incidents and Breaches of Security (PFSI Ch3)

Procedures for responding to security threats or breaches of security including details and links to other Port Emergency/Contingency Plans and how the PFSP interacts with them

[insert text]

Procedures for the recording of security incidents

[insert text]

Security incident investigation procedures

[insert text]

Reporting procedures to Department for Transport and other relevant authorities

[insert text]

Evacuation Procedures (PFSI Ch3)

Details of evacuation procedures and routes

[insert text]

Details of muster points and safe refuge areas

[insert text]

Information Security (PFSI Ch3)

Security procedures for hard copy information considered security sensitive

[insert text]

Storage for hard copy information considered security sensitive

[insert text]

Dangerous Goods and Hazardous Substances (PFSI Ch3)

Recording procedures for Dangerous Goods and Hazardous Substances

[insert text]

Storage procedures for Dangerous Goods and Hazardous Substances

[insert text]

Security Equipment Maintenance (PFSI Ch3)

Details of security equipment

[insert text]

Details of maintenance programme for security equipment

[insert text]

Details of action to be taken in the event of equipment failure

[insert text]

Security Training (PFSI Ch3)

Details of training programme for personnel with security duties

[insert text]

Details of security awareness training programme

[insert text]

Details of procedures for maintaining training records

[insert text]

Security Drills and Exercises (PFSI Ch3)

Details of quarterly security drills

[insert text]

Details of annual security exercises to be conducted in conjunction with control authorities

[insert text]

Public Rights of Way (PFSI Ch3)

Details of any proposal to suspend Public Rights of Way if it increases the vulnerability of your port facility (and if agreed by Department for Transport during the PFSA); or if required to do so by a Department for Transport at Security Level 2.

[insert text]

Ships' Crew and Shore Leave (PFSI Ch3)

Procedures to deal with arriving and departing ships' crew both in terms of disembarking/embarking processes (pass systems etc) and any plans for the secure conduct of such crew through your port facility.

[insert text]

SECTION 3: COMMUNICATION

Ship and Port Facility Communication Links (PFSI Ch4)

Details of communication links with ships

[insert text]

Details of backup communication links

[insert text]

Details of communication links between port facility personnel with security duties

[insert text]

Details of backup communication links

[insert text]

Ship Security Alert (PFSI Ch4)

Authorities to be informed of a Ship Security Alert (whilst in Port)

[insert text]

Action to be taken following a Ship Security Alert (whilst in Port)

[insert text]

Procedures for determining and handling false alarms

[insert text]

Declaration of Security (PFSI Ch4)

Procedures for confirming with each ship the need for a DoS prior to ship's entry into port

[insert text]

Procedures for dealing with non SOLAS ships

[insert text]

Action to be taken when a ship is at a higher Security Level than the port facility

[insert text]

Response Agencies and Control Authorities (PFSI Ch4)

Department for Transport

Contact name: [insert text]
Address: [insert text]
Telephone number: [insert text]
24 hr telephone number: [insert text]
Fax: [insert text]
E-mail: [insert text]

Police

Contact name: [insert text]
Address: [insert text]
Telephone number: [insert text]
24 hr telephone number: [insert text]
Fax: [insert text]
E-mail: [insert text]

Border Force

Contact name: [insert text]
Address: [insert text]
Telephone number: [insert text]
24 hr telephone number: [insert text]
Fax: [insert text]
E-mail: [insert text]

MCA

Contact name: [insert text]
Address: [insert text]
Telephone number: [insert text]
24 hr telephone number: [insert text]
Fax: [insert text]
E-mail: [insert text]

MoD (if applicable)

Contact name: [insert text]
Address: [insert text]
Telephone number: [insert text]
24 hr telephone number: [insert text]
Fax: [insert text]
E-mail: [insert text]

Other

Name of authority: [insert text]
Contact name: [insert text]
Address: [insert text]
Telephone number: [insert text]

OFFICIAL – SENSITIVE (WHEN COMPLETED)

24 hr telephone number: [insert text]
Fax: [insert text]
E-mail: [insert text]

Name of authority: [insert text]
Contact name: [insert text]
Address: [insert text]
Telephone number: [insert text]
24 hr telephone number: [insert text]
Fax: [insert text]
E-mail: [insert text]

Name of authority: [insert text]
Contact name: [insert text]
Address: [insert text]
Telephone number: [insert text]
24 hr telephone number: [insert text]
Fax: [insert text]
E-mail: [insert text]

SECTION 4: MEASURES AT SECURITY LEVEL 1

If section(s) of this Chapter do not apply, for example issues arising from the handling of passenger operations, enter N/A in the appropriate space provided and give a brief explanation as to why the security requirements do not apply to your port facility.

Designated Restricted Areas (PFSI Ch5)

List of designated Restricted Areas

Area 1 [insert text]
Area 2 [insert text]
Area 3 [insert text]
Area 4 [insert text]
Area 5 [insert text]
Area 6 [insert text]
Area 7 [insert text]
Area 8 [insert text]
Area 9 [insert text]
Area 10 [insert text]

List of access points to Restricted Areas

Area 1 [insert text]
Area 2 [insert text]
Area 3 [insert text]
Area 4 [insert text]
Area 5 [insert text]
Area 6 [insert text]
Area 7 [insert text]
Area 8 [insert text]
Area 9 [insert text]
Area 10 [insert text]

Designated Temporary Restricted Areas (PFSI Ch5)

List of Temporary Restricted Areas and reason for designation

[insert text]

List of access points to Temporary Restricted Areas

[insert text]

Procedures for securing Temporary Restricted Areas

[insert text]

Details of persons responsible for security sweeps

[insert text]

Designated Controlled Buildings (PFSI Ch5)

List of designated Controlled Buildings

Building 1 [insert text]

Building 2 [insert text]

Building 3 [insert text]

Building 4 [insert text]

Building 5 [insert text]

Schematics (PFSI Ch5)

Annex A includes a schematic showing clearly the location of all Restricted Areas, Controlled Buildings and Temporary Restricted Areas, and access points to these areas and buildings.

Securing Restricted Areas (PFSI Ch5)

Details of fencing used to enclose Restricted Areas (where applicable)

[insert text]

Measures taken to secure the Restricted Areas where walls, buildings, gates, etc. form part of the fenceline (where applicable)

[insert text]

Pass System (PFSI Ch5)

Locations of pass issuing points and types of pass issued

[insert text]

Details of pass system operation

[insert text]

Details of pass system record keeping

[insert text]

Action to be taken when a pass is lost

[insert text]

Disciplinary procedures for loss or misuse of a pass

[insert text]

Procedures for retrieving passes when no longer used and for revoking passes

[insert text]

Access Control to Restricted Areas (PFSI Ch5)

Measures in place to restrict access at access control points

[insert text]

Procedures for dealing with unauthorised access

[insert text]

Perimeter Intruder Detection Systems (PIDS) (PFSI Ch5)

Details of PID systems in place (where applicable)

[insert text]

Details of procedures for recording and responding to alarms

[insert text]

Checks and Searching on entry to Restricted Areas (PFSI Ch5)

List of search locations for each Restricted Area access point

[insert text]

Checking and search procedures for persons

[insert text]

Checking and search procedures for baggage and personal effects

[insert text]

Checking and search procedures for unaccompanied baggage

[insert text]

Checking and search procedures for vehicles

[insert text]

Checking and search procedures for cargo and freight

[insert text]

Checking and search procedures for ship's stores

[insert text]

Security equipment used to aid checking and searching

[insert text]

Procedures for recording search information

[insert text]

Monitoring Restricted Areas and Controlled Buildings (PFSI Ch5)

Lighting

Details of security lighting in place at Restricted Areas

[insert text]

Details of security lighting in place at Controlled Buildings

[insert text]

CCTV

List of Restricted Area perimeters monitored using CCTV

[insert text]

Details and locations of CCTV systems and procedures

[insert text]

Details of recording equipment and procedures

[insert text]

Procedures and checks to ensure compliance with the Data Protection Act 1998

[insert text]

Security Patrols (PFSI Ch5)

Details of how security patrols will be conducted

[insert text]

Number of staff involved

[insert text]

Procedures for responding to security incidents

[insert text]

Procedures for reporting security incidents

[insert text]

Vehicle Parking (PFSI Ch5)

Details of vehicle parking areas within the port facility

[insert text]

Details of other parking areas near Restricted Areas and Controlled Buildings

[insert text]

Seaward Protection (PFSI Ch5)

Details of how your port facility, either in isolation or with the co-operation of others, for example the Harbour Authority or other port facilities, will meet the requirement to monitor seaward approaches.

[insert text]

Details of how your port facility, either in isolation or with the co-operation of others, for example the Harbour Authority or other port facilities, will meet the potential requirement to undertake waterborne patrols at Security Level 2.

[insert text]

SECTION 5: MEASURES AT SECURITY LEVEL 2

If section(s) of this Chapter do not apply, for example issues arising from the handling of passenger operations, enter N/A in the appropriate space provided and give a brief explanation as to why the security requirements do not apply to your port facility.

Pass System (PFSI Ch5)

Details of additional checks on pass validity for permanent and visitor passes

[insert text]

Procedures for auditing system to check for lost passes

[insert text]

Securing Restricted Areas and Controlled Buildings (PFSI Ch5)

Details of access points to be closed

[insert text]

Details of means by which access points will be closed

[insert text]

Access Control to Restricted Areas (PFSI Ch5)

Details of additional procedures for persons and vehicles requiring access to Restricted Areas

[insert text]

Perimeter Intruder Detection Systems (PIDS) (PFSI Ch5)

Details of additional procedures for recording and responding to alarms

[insert text]

Checks and Searching on entry to Restricted Areas (PFSI Ch5)

Details of additional search locations (where necessary)

[insert text]

Details of additional checking and search procedures for cargo and freight vehicles

[insert text]

Details of additional checking and search procedures for ship's stores

[insert text]

Details of additional security equipment used to aid checking and searching

[insert text]

Monitoring of Restricted Areas (PFSI Ch5)

CCTV

Details of monitoring procedures

[insert text]

Security Patrols (PFSI Ch5)

Details of procedures for meeting requirement for continuous patrols

[insert text]

Passenger Segregation

Details of procedures and measures in place to ensure segregation

[insert text]

Additional Security Personnel Requirements

Details of additional security personnel requirements

[insert text]

Procedures for obtaining additional security personnel

[insert text]

Vehicle Parking (PFSI Ch5)

Details of procedures for restricting parking

[insert text]

SECTION 6: MEASURES AT SECURITY LEVEL 3

If section(s) of this Chapter do not apply, for example issues arising from the handling of passenger operations, enter N/A in the appropriate space provided and give a brief explanation as to why the security requirements do not apply to your port facility.

At Security Level 3, specific security requirements may be placed on a port facility by Government. These requirements will depend on the specific intelligence obtained by, and available to, Government. The requirements may include some or all of the actions outlined below.

Access Control / Pass System (PFSI Ch5)

Details of additional checks on pass validity for permanent and visitor passes

[insert text]

Details of procedures for withdrawing temporary passes

[insert text]

Details of procedures for escorting essential visitors / contractors

[insert text]

Securing Restricted Areas (PFSI Ch5)

Details of additional access points to be closed

[insert text]

Details of means by which access points will be closed

[insert text]

Checks and Searching on entry to Restricted Areas (PFSI Ch5)

Details of additional search locations (where necessary)

[insert text]

Details of procedures for meeting enhanced search requirements

Passengers

[insert text]

Visitors, pass holders, staff and ships' crew (including vehicles)

[insert text]

Freight

[insert text]

Ships' Stores

[insert text]

Security Patrols (PFSI Ch5)

Details of procedures for meeting requirement for continuous patrols

[insert text]

Details and procedures for waterborne security patrols

[insert text]

Number of staff involved

[insert text]

Procedures for responding to waterborne security incidents

[insert text]

Additional Security Personnel Requirements

Details of additional security personnel requirements

[insert text]

Procedures for obtaining additional security personnel

[insert text]

Emergency Closure

Procedures for ceasing port operations upon request by Department for Transport

[insert text]

Procedures and measures for denying all access to the port facility upon request by Department for Transport

[insert text]

SECTION 7: Any miscellaneous information

This section should be used if you wish to provide any additional information you feel is relevant to the security of your port facility/port.