

	HSAS Threat Levels				
	LOW	GUARDED	ELEVATED	HIGH	SEVERE
U.S. Department of Homeland Security: Security Measures at Various Threat Levels					
1. Review, test, and refine security plans (e.g., fire, bomb threats, biological threats, suspicious mail, cyber attacks, evacuation, emergency-employee lists for ID card stickers, employee phone lists, and business continuity.)	X	X	X	X	X
2. Regularly train personnel on security plans, HSAS response measures, security standards, and security procedures.	X	X	X	X	X
3. Regularly conduct facility risk and vulnerability assessments, which include possible impact from surrounding facilities. Install security equipment and plan measures required at higher threat levels. Identify critical facilities.	X	X	X	X	X
4. Identify and conduct risk & vulnerability assessments on critical processes and technical systems.	X	X	X	X	X
5. Implement positive I.D. access-control procedures for all people (including visitors and contractors) at critical facilities. Require use of company Photo ID. or government-issued Photo ID. Keep access logs.	X	X	X	X	X
6. Ensure existing security measures such as fencing, locks, camera surveillance, intruder alarms, card-access security systems and lighting are in proper working order.	X	X	X	X	X
7. Develop and implement hardware, software, and communications security for computer-based operational systems.	X	X	X	X	X
8. Establish local, regional, and systemwide emergency threat and warning communication processes, within the company, with law enforcement, and with state and regional industry regulation agencies.	X	X	X	X	X
9. Ensure all emergency-services agencies have directions to your site and phone numbers of critical site personnel. Request periodic patrol checks from police agency serving your facility.	X	X	X	X	X
10. Advise all personnel at each facility to report the presence of unknown suspicious persons, vehicles, mail, and other suspicious activities.	X	X	X	X	X
11. Review and test emergency operations plans with suppliers, contractors, and business affiliates (landowners, building managers of tenant offices, etc.).	X	X	X	X	X
12. Caution personnel not to talk to outsiders concerning their facility or its operations. Coordinate the release of information to the media with the Communications and Security Departments.	X	X	X	X	X
13. Review guard service contract compliance, post orders, training programs, and emergency staffing capabilities.	X	X	X	X	X
14. Make sure security signage is in place at all facilities.	X	X	X	X	X
15. Establish policies on prosecution of criminal offenses against the Company.	X	X	X	X	X
16. Ensure gloves are available for people handling mail and deliveries.	X	X	X	X	X
17. Communicate higher alert level to all personnel.		X	X	X	X
18. Review all operations plans, personnel assignments, and logistical requirements that pertain to implementing higher threat conditions.		X	X	X	X
19. Expedite completion of all outstanding maintenance and capital project work that could affect the security of facilities.		X	X	X	X
20. Communicate higher alert level to all personnel, nearby facilities, and emergency responders			X	X	X
21. Test security and emergency communication procedures to ensure security plans can be mobilized for increased threat level.			X	X	X
22. Encourage community security awareness of suspicious activity.			X	X	X
23. Close and lock gates, except those needed for immediate entry and egress at			X	X	X

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critical facilities. Install road barriers, if needed.				
24. Limit visitation and confirm that every visitor is authorized to be at a critical facility. All unknown visitors should be escorted on critical facilities.			X	X
25. Increase frequency of security inspections and patrols within the facility giving special attention to buildings, storage tanks, water intake, gas and electric supply, and telecommunications facilities.			X	X
26. Increase frequency of security inspections of unmanned sites and remote sites, including critical ROW.			X	X
27. Direct that all personal, company, and contractor vehicles at critical facility sites be secured and parked at a distance from critical areas.			X	X
28. Ensure that all telephone, radio, and satellite communication systems are in place and operational.			X	X
29. Implement procedures requiring facility maneuvers to periodically provide periodic update status of security measures being implemented.			X	X
30. Identify the owners of all vehicles at critical facilities and remove all vehicles whose owners have not been identified.			X	X
31. Communicate higher alert level to all personnel.			X	X
32. Confirm the availability of security resources that can assist with 24 x 7 coverage of critical facilities, evaluate assigning guards, especially during nondaylight hours, weekends and holidays, and implement according to plan. Prepare to work at alternate sites or with adjusted workforces.			X	X
33. Assign personnel at critical facilities to assist with security duties. (monitoring personnel entering the facility checking vehicles entering the facility, patrolling the area regularly, and reporting security concerns to facility management).			X	X
34. Verify all incoming vehicles and people are authorized. Check, to the extent possible, all vehicles, people, mail, packages, brief cases, etc. entering and leaving the site and placard visiting vehicles indicating they have been checked by security.			X	X
35. Consult local authorities about control of public roads and access points that might make the facility more vulnerable to terrorist attack if they were to remain open.			X	X
36. Advise all personnel to inspect deliveries, packages, mail, etc. and notify the supervisor if there is any concern.			X	X
37. Erect more barriers to control direction of traffic flow and protect the affected facility from an attack by moving heavy company vehicles and installing collision barriers. Implement centralized parking and shuttle-bus service where feasible.			X	X
38. Move automobiles and other nonstationary items at least 30 yards from critical facilities, particularly buildings and sensitive areas, unless doing so would create a safety hazard or impede other security measures in place at the facility. Identify areas where explosive devices could be hidden.			X	X
39. Resurvey the surrounding area to determine if activities near a critical facility (e.g., airports, government buildings, industrial facilities, railroads, other pipelines) could create hazards that could affect the facility.			X	X
40. Secure critical facilities 24 x 7 using either contract or company personnel; ensure that all security personnel have been briefed on policies governing the use of force and pursuit (as appropriate). Restrict access to essential personnel only at critical facilities.			X	X
41. Advise local police agencies that the alert level is at a High Condition (Orange) and advise them of the security measures being employed. Request police agencies to increase the frequency of their patrols of the facility.			X	X
42. Cancel or delay all nonvital facility work conducted by contractors, or have			X	X

