DRAFT TEMPLATE
PORT FACILITY SECURITY PLAN

(Insert name of Port Facility)

Date of Approval:

Date of Last Review:

RESTRICTED
(when complete)

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<table>
<thead>
<tr>
<th>Amendment No</th>
<th>Date</th>
<th>Inserted by</th>
</tr>
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<tbody>
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<td>(add information as required)</td>
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GLOSSARY/DEFINITIONS

Security level 1: means the level for which minimum appropriate protective security measures shall be maintained at all times.

Security level 2: means the level for which appropriate additional protective security measures shall be maintained for a period of time as a result of heightened risk of a security incident.

Security level 3: means the level for which further specific protective security measures shall be maintained for a limited period of time when a security incident is probable or imminent, although it may not be possible to identify the specific target.

Port Facility Security Officer (PFSO): means the person designated as responsible for the development, implementation, revision and maintenance of the port facility security plan and for liaison with the ship security officers and company security officers.

Port Facility Security Plan (PFSP) means a plan developed to ensure the application of measures designed to protect the port facility and ships, persons, cargo, cargo transport units and ships stores within the port facility from the risks of a security incident.

SOP: Standard Operating Procedures
INTRODUCTION

This part of the draft should NOT form part of the Port Facility Security Plan (PFSP) and it is intended only as an instruction for the completion of the document. A standardised format has been decided on to facilitate all concerned both in the drafting and validation processes. Plans not submitted in this format will not be accepted.

0.1 THREAT ANALYSIS

The security arrangements put in place for ports will be the subject of continuous review. A threat based risk management approach underpins the Irish Government's maritime security approach. In this instance the threat analysis is intended to produce responses to generic threats. The actual threat level will vary from time to time in a given port facility and this threat level will be advised to the owners/operators and PFSO via the Garda Authorities. The threat analysis therefore is to be undertaken with potential threats in mind rather than current threats. The analysis should concentrate in the main on vulnerabilities rather than potential aggressors and produce reasonable and scalable countermeasures.

0.3 LAYOUT AND ELECTRONIC FORMAT

It is required that all plans be submitted both in electronic and hard copy format. To that end Microsoft Word or an equivalent package is the preferred electronic format. Diagrams should be included as JPEGs. Font should be Times New Roman and font size 12 should be used. Material relevant to the sections laid down should be included in those sections only. Material deemed necessary to be included in the plan but which does NOT fall easily into a given section should be included in Section 7. Phone Number lists, Check lists, Standard Operating Procedures or Quick Reference Cards or special instructions and the like intended for use during an emergency or at various security levels should be printed in such a manner as to enable them to be read in poor lighting and/or by persons wearing personal protective equipment. Copies of these should be listed as separate annexes to the main plan and have a “last reviewed date” shown on the bottom front face of the card.

0.4 SECURITY LEVELS

Plans should provide separately for each security level. Security Level 1 is the standard or minimum level of security that will apply at all times and the plan shall provide for the additional measures that will apply at Security Level 2 and Security Level 3.

It is emphasized that Security Levels 2 or 3 will be for a defined duration and/or for a specific part of the port. Differing security levels that may exist between ship and port will require measures to be adopted if the port facility is at a lower security level than that applying to a ship.
0.5 GUIDANCE NOTES

Guidance notes are provided in the body of the template to assist in completion of the plan. These guidance notes are not to be included in the final document.

0.6 SECURITY OF DOCUMENTS

Documents relating to the plan should be treated with the appropriate privacy markings. These privacy markings are as follows:

- Lowest or minimum Level (1) RESTRICTED
- Next Level (2) CONFIDENTIAL
- Next Level (3) SECURE

Procedures must be put in place to protect the plan from unauthorised access or disclosure.

0.7 COMPLETION OF THE PFSP CHECK LIST

A PFSP checklist has been prepared. This checklist must be completed and submitted with the plan and must be cross-referenced with the plan as appropriate. A copy of this document and the checklist is available on the DCMNR website.

0.8 ACTIVITIES NOT COVERED BY THE EU REGULATION, CHAPTER XI-2 OF SOLAS AND THE ISPS CODE

The PFSP should establish details of the procedures and security measures the port facility should apply when:

- 08.1 it is interfacing with a ship which has been at a port of a State which is not a Contracting Government to SOLAS.
- 08.2 it is interfacing with a ship to which this Code does not apply; and
- 08.3 it is interfacing with fixed or floating platforms or mobile offshore drilling units on location.
SECTION 1: PORT FACILITY DETAILS

Name of Port Facility

(add information as required)

Name of Operating Company

(add information as required)

Full Postal Address

(insert information)

General Telephone and E-mail Contact Details

(add information as required)

General Description of the Port Facility

(to include size of port facility, operation of port facility and location of port facility in relation to its environs)

SECURITY AND EMERGENCY CONTACT LIST

Port facility contact list in case of emergency

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Office Phone</th>
<th>Mobile Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>*24 hr Point of contact (insert who/what)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternative 24 hr point of contact (insert who/what)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harbormaster</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Harbormaster</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility/Terminal Security Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and Safety Co-ordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This is the point of contact that will be used to communicate any form of emergency information to/from the port authorities.

CONTACT DETAILS OF GARDA SIOCHANA FOR PORT OFFICIALS IN EVENT OF AN EMERGENCY

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Office Phone</th>
<th>Mobile Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garda Point of Contact</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Name of PFSO

PFSO contact details

Postal address:
Telephone:
Mobile:
Fax:
E-mail:

Alternate PFSO contact details

Name of Alternative PFSO:
Postal address:
Telephone:
Mobile:
Fax:
E-mail:

Name of Company Director/Chief Executive

(add information as required)

Approvals Record

This information is listed in Annex D

Annex D should also contain a log book to record audits, inspections, after action reports, drills’ records and so on.
SECTION 2: MANAGEMENT OF SECURITY

2.1 Security Level Changes

- Procedures for receiving and disseminating Security Level information to relevant staff
  
  (add information as required)

2.2 Personnel with Security Duties

- List of security duties of permanent port facility personnel (other than PFSO)
  
  (add information as required)

- Details of security contractors (if applicable) and their contracted duties
  
  (add information as required)

2.3 PFSP Review, Amendment and Audit

- PFSP review procedures
  
  (add information as required)

- PFSP amendment procedures
  
  (add information as required)

- PFSP audit procedures
  
  (add information as required)

2.4 Port Security Committee

  (If deemed a requirement this information should be inserted in Annex D)

2.5 Procedures for dealing with Government Officials requiring access to any/all areas of a port facility to fulfil statutory obligations

  (add information as required)
2.6 Response to and Reporting of Security Threats, Incidents and Breaches of Security

- Recording procedures
  (add information as required)

- Security incident investigation procedures
  (add information as required)

- Reporting procedures to DCMNR and other relevant authorities
  (add information as required)

2.7 Evacuation Procedures

- Details of evacuation procedures and routes
  (add information as required and indicate on map or diagram)

- Details of muster points and safe refuge areas
  (add information as required and indicate on map or diagram)

2.8 Document and Information Security

- Security and storage procedures for hard copy information considered security sensitive
  (add information as required)

- Security and storage procedures for electronic information considered security sensitive
  (add information as required)

- Details of personnel who will have access to Port Facility Security Plan
  (add information as required)

2.9 Dangerous Goods and Hazardous Substances
• Recording procedures for Dangerous Goods and Hazardous Substances including a procedure of indicating them to armed personnel assigned to port security.

(Add information as required)

• Storage procedures for Dangerous Goods and Hazardous Substances

(Add information as required)

2.10 Security Equipment Maintenance

• Details of security equipment

(Add information as required)

• Details of maintenance programme for security equipment

(Add information as required)

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

(Add information as required)

2.11 Security Training

• Details of training programme for personnel with security duties

(Add information as required)

• Details of security awareness training programme

(Add information as required)

• Details of procedures for maintaining training records

(Add information as required)

2.12 Security Drills and Exercises

• Details of security drills

(Add information as required)

• Details of security exercises to be conducted.

(Add information as required)
• Record of Security Drills

(This information is listed in the log included in Annex D)
SECTION 3: COMMUNICATION

3.1 Ship and Port Facility Communication Links

- Details of communication links with ships
  (add information as required)

- Details of backup communication links with ships
  (add information as required)

- Details of communication links between port facility personnel with security duties
  (add information as required)

- Details of backup communication links between port facility personnel with security duties
  (add information as required)

3.2 Ship Security Alert

- Action to be taken following a Ship Security Alert
  (add information as required)

- Procedures for determining and handling false alarms
  (add information as required)

- Procedures for Protection of the Communications hub
  (Insert information to include any methods used to ensure privacy of the communications and methods to prevent false messages being broadcast.)

3.3 Ship Security Incident

- Authorities to be informed of a Ship Security Incident
  (add information as required)

- Action to be taken following a Ship Security Incident
  (add information as required)
• Procedures for determining and handling false alarms
  (add information as required)

• Procedures for Protection of the Communications hub
  (Insert information to include any methods used to ensure privacy of the communications and methods to prevent false messages being broadcast.)

3.4 Port Facility Security Incident
• Authorities to be informed of a Port Facility Security incident
  (add information as required)

• Action to be taken following a Port Facility Security Alert
  (add information as required)

• Procedures for determining and handling false alarms
  (add information as required)

• Procedures for Protection of the Communications hub
  (Insert information to include any methods used to ensure privacy of the communications and methods to prevent false messages being broadcast.)

3.5 Declaration of Security
• Procedures for confirming with each ship the need for a DoS prior to ship’s entry into port
  (add information as required)

• Procedures for dealing with non SOLAS ships
  (add information as required)

• Action to be taken when a ship is at a higher Security Level than the port facility
  (add information as required)

3.6 Reporting Procedures to the Government
(To be advised.)
3.7 Response Agencies and Control Authorities

DCMNR
Contact name:
Address:
Telephone number:
Fax:
E-mail:

Garda Síochána
Contact name:
Address:
Telephone number:
24hr telephone number:
Fax:
E-mail:

Customs & Excise
Contact name:
Address:
Telephone number:
24hr telephone number:
Fax:
E-mail:

Immigration
Contact name:
Address:
Telephone number:
24hr telephone number:
Fax:
E-mail:

Other
Name of authority:
Contact name:
Address:
Telephone number:
24hr telephone number:
Fax:
E-mail:

Name of authority:
Contact name:
Address:
Telephone number:
24hr telephone number:
Fax:
E-mail:
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.

*The measures listed in Part B 16.3 to 16.54 are a useful guide to the points that need to be included.*

4.1 Physical Security

(Detail the physical characteristics of the port facility including, but not limited to, fences, barriers, lighting.)

4.2 Access to the Port Facility

(Sections 16.10 – 16.16 of Part B of the ISPS Code refer)

Detail security measures covering all means of access to the port facility including, but not limited to, CCTV, ID Systems, etc. This section must also include consideration of public rights of way.

4.3 Check and Search Procedures

- Check and search procedures for ships crew and shore leave
  
  (add information as required)

- Checking and search procedures for persons
  
  (add information as required)

- Checking and search procedures for baggage and personal effects
  
  (add information as required)

- Checking and search procedures for unaccompanied baggage
  
  (add information as required)

- Checking and search procedures for vehicles
  
  (add information as required)
• Checking and search procedures for cargo and freight
  (add information as required)

• Checking and search procedures for ship’s stores
  (add information as required)

• Security equipment used to aid checking and searching
  (add information as required)

• Procedures for recording search information
  (add information as required)

4.4 Designated Restricted Areas

• Restricted areas within the port facility
  The PFSP must identify the restricted areas to be established within the port
  facility, specify their extent, times of application, the security measures to be
  taken to control access to them and those to be taken to control activities
  within them.

  This should also include, in appropriate circumstances, measures to ensure that
  temporary restricted areas are identified and security swept both before and
  after that area is established.

• List of Designated Restricted Areas
  (Such as listed in Part B 16.25 should also include a least risk anchorage and
  least risk berth.)

• List of access points to Restricted Areas
  (add information as required)

4.5 Designated Controlled Buildings

(List should include but is not limited to structures containing VTS,
VTMIS, Radio, etc.)

• List of Designated Controlled Buildings
  (add information as required)
4.6 Schematics

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

4.7 Handling of Cargo

(The security measures relating to cargo handling should prevent tampering, prevent cargo that is not meant for carriage from being accepted and stored within the port facility and include inventory control procedures at access points to the port facility.)

4.8 Monitoring the Security of the Port Facility

(List the procedures in place to insure the monitoring of the security of the port facility)

- Security Patrols
  - Details of how security patrols will be conducted
    (add information as required)
  - Number of staff involved
    (add information as required)
  - Procedures for responding to security incidents
    (add information as required)
  - Procedures for reporting security incidents
    (add information as required)

- Vehicle Parking
  - Details of vehicle parking areas within the port facility
    (add information as required)
  - Details of other parking areas near Restricted Areas and Controlled Buildings
    (add information as required)
• Seaward Protection

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

    (add information as required)

  o Details of how your port facility, either in isolation or with the cooperation of others, for example the Harbour Authority or other port facilities, will meet the potential requirement to undertake waterborne patrols.

    (add information as required)
SECTION 5: MEASURES AT SECURITY LEVEL 2

Please list below, under the relevant headings, the ADDITIONAL security measures to be put in place for 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. It should also include methods of enforcing the Level 2 requirements.

The measures listed in Part B 16.3 to 16.54 are a useful guide to the points that need to be included.

5.1 Physical Security

(Detail the physical characteristics of the port facility including, but not limited to, fences, barriers, lighting.)

5.2 Access to the Port Facility

(Sections 16.10 – 16.16 of Part B of the ISPS Code refer)

Detail security measures covering all means of access to the port facility including, but not limited to, CCTV, ID Systems, etc. This section must also include consideration of public rights of way.

5.3 Check and Search Procedures

- Check and search procedures for ships crew and shore leave
  (add information as required)

- Checking and search procedures for persons
  (add information as required)

- Checking and search procedures for baggage and personal effects
  (add information as required)

- Checking and search procedures for unaccompanied baggage
  (add information as required)

- Checking and search procedures for vehicles
  (add information as required)
• Checking and search procedures for cargo and freight
  (add information as required)

• Checking and search procedures for ship’s stores
  (add information as required)

• Security equipment used to aid checking and searching
  (add information as required)

• Procedures for recording search information
  (add information as required)

5.4 Designated Restricted Areas

• Restricted areas within the port facility
  The PFSP must identify the restricted areas to be established within the port facility, specify their extent, times of application, the security measures to be taken to control access to them and those to be taken to control activities within them.

  This should also include, in appropriate circumstances, measures to ensure that temporary restricted areas are identified and security swept both before and after that area is established.

• List of designated Restricted Areas
  (Such as listed in Part B 16.25 should also include a least risk anchorage and least risk berth.)

• List of access points to Restricted Areas
  (add information as required)

5.5 Designated Controlled Buildings

(List should include but is not limited to structures containing VTS, VTMIS, Radio, etc.)

• List of Designated Controlled Buildings
  (add information as required)
5.6 Schematics

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

5.7 Handling of Cargo

(The security measures relating to cargo handling should prevent tampering, prevent cargo that is not meant for carriage from being accepted and stored within the port facility and include inventory control procedures at access points to the port facility.)

5.8 Monitoring the Security of the Port Facility

(List the procedures in place to insure the monitoring of the security of the port facility)

- Security Patrols
  - Details of how security patrols will be conducted
    (add information as required)
  - Number of staff involved
    (add information as required)
  - Procedures for responding to security incidents
    (add information as required)
  - Procedures for reporting security incidents
    (add information as required)

- Vehicle Parking
  - Details of vehicle parking areas within the port facility
    (add information as required)
  - Details of other parking areas near Restricted Areas and Controlled Buildings
    (add information as required)
• Seaward Protection

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

  (add information as required)

  o Details of how your port facility, either in isolation or with the cooperation of others, for example the Harbour Authority or other port facilities, will meet the potential requirement to undertake waterborne patrols.

  (add information as required)
SECTION 6: MEASURES AT SECURITY LEVEL 3

Please list below, under the relevant headings, the FURTHER ADDITIONAL security measures to be put in place for 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.

*The measures listed in Part B 16.3 to 16.54 are a useful guide to the points that need to be included.*

6.1 Physical Security

(Detail the physical characteristics of the port facility including, but not limited to, fences, barriers, lighting.)

6.2 Access to the Port Facility

(Sections 16.10 – 16.16 of Part B of the ISPS Code refer)

Detail security measures covering all means of access to the port facility including, but not limited to, CCTV, ID Systems, etc. This section must also include consideration of public rights of way.

6.3 Check and Search Procedures

- Check and search procedures for ships crew and shore leave
  (add information as required)

- Checking and search procedures for persons
  (add information as required)

- Checking and search procedures for baggage and personal effects
  (add information as required)

- Checking and search procedures for unaccompanied baggage
  (add information as required)
• Checking and search procedures for vehicles
  (add information as required)

• Checking and search procedures for cargo and freight
  (add information as required)

• Checking and search procedures for ship’s stores
  (add information as required)

• Security equipment used to aid checking and searching
  (add information as required)

• Procedures for recording search information
  (add information as required)

6.4 Designated Restricted Areas

• Restricted areas within the port facility
  The PFSP must identify the restricted areas to be established within the port facility, specify their extent, times of application, the security measures to be taken to control access to them and those to be taken to control activities within them.

  This should also include, in appropriate circumstances, measures to ensure that temporary restricted areas are identified and security swept both before and after that area is established.

• List of Designated Restricted Areas
  (Such as listed in Part B 16.25 should also include a least risk anchorage and least risk berth.)

• List of access points to Restricted Areas
  (add information as required)

6.5 Designated Controlled Buildings

(List should include but is not limited to structures containing VTS, VTMIS, Radio, etc.)
• List of designated Controlled Buildings
  
  (add information as required)

6.6 Schematics

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

6.7 Handling of Cargo

(The security measures relating to cargo handling should prevent tampering, prevent cargo that is not meant for carriage from being accepted and stored within the port facility and include inventory control procedures at access points to the port facility.)

6.8 Monitoring the Security of the Port Facility

(List the procedures in place to insure the monitoring of the security of the port facility)

• Security Patrols
  
  o Details of how security patrols will be conducted
    
    (add information as required)
  
  o Number of staff involved
    
    (add information as required)
  
  o Procedures for responding to security incidents
    
    (add information as required)
  
  o Procedures for reporting security incidents
    
    (add information as required)

• Vehicle Parking
  
  o Details of vehicle parking areas within the port facility
    
    (add information as required)
o Details of other parking areas near Restricted Areas and Controlled Buildings

(ADD INFORMATION AS REQUIRED)

- **Seaward Protection**

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

  (ADD INFORMATION AS REQUIRED)

  o **Details of how your port facility, either in isolation or with the cooperation of others, for example the Harbour Authority or other port facilities, will meet the potential requirement to undertake waterborne patrols.**

  (ADD INFORMATION AS REQUIRED)

**6.9 Emergency Closure**

- **Procedures for ceasing port operations upon request by DCMNR or Garda Authorities.**

  (ADD INFORMATION AS REQUIRED)

- **Procedures and measures for denying all access to the port facility upon request by DCMNR**

  (ADD INFORMATION AS REQUIRED)
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.
ANNEX A: MAPS AND PLANS OF THE PORT FACILITY

(add information as required)
ANNEX B: RESTRICTED AREA PLANS

(add information as required)
ANNEX C: PERSONNEL AND APPROVALS RECORD

(add information as required)

Date of PFSP submission:

Date of PFSP approval by DCMNR:

PFSO:

Date and details of Course(s) completed:
ANNEX D: DRILLS, AUDITS AND INCIDENT LOG

(add information as required)
ANNEX E: CHECKLISTS

(add information as required)
ANNEX F: STANDARD OPERATIONAL PROCEDURES (SOPs)

(add information as required)
ANNEX G: QUICK REFERENCE CARDS

(add information as required)
ANNEX H: PORT SECURITY COMMITTEE

Name and company details (where applicable) of Committee Chair

(add information as required)

Names of organisations permanently represented at the Committee

(add information as required)

General procedures for convening the Committee

(add information as required)

Procedures for convening the Committee at times of heightened security

(add information as required)

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

(add information as required)
ADD ANY EXTRA ANNEXES DEEMED NECESSARY

(add information as required)