



Crisis Planning for Private Facilities

**It's everyone's
responsibility**

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- ◆ This presentation will provide you with certain protocols that must be considered should your building/company or the area surrounding your place of business be effected by a terrorist attack.
- ◆ The Metropolitan Police Department and all other District of Columbia Government entities are well prepared to handle such an event. However, during a terrorist attack you must be ready, willing and able to provide a certain amount of security for your facilities.
- ◆ The federal government recently raised their threat level to orange. This is the fourth level in a five tiered alert system. The District of Columbia has gone to alert level 2 of a three tiered system.
- ◆ The District of Columbia is currently adopting a five tiered system that will mimic the federal system.



The Federal Government Five Tier System





Private Facility Security Planning

Since an ounce of prevention is worth a pound of cure; we ask that certain proactive security measures be considered by private industry and the public.



District of Columbia's Emergency Management Plan

- ◆ The District of Columbia has gone to great lengths to plan and implement a District Response Plan. This plan is divided into 15 Emergency Support Functions (ESF).
- ◆ The ESFs are assigned tasks that must be performed by various governmental departments; Police Department, Fire Department, Department of Health, the Emergency Management Agency, etc.
- ◆ The ESFs provide a set of guidelines that assure the necessary emergency functions are carried out during a terrorist event or other crisis situations.
- ◆ Private industry must also consider planning for emergencies and determining what they need to implement in order to protect their employees and secure their property.



Planning

- ◆ Planning for an emergency is an important first step. However, the plan must be disseminated, understood and practiced by **ALL** to be effective.



Planning Considerations

1. Evacuation Plans.
2. Plans for sheltering in place.
3. Security plans.
4. Package and mail delivery.
5. Monitoring of garages, containers and other structures outside of the main facility.
6. Surveillance techniques.
7. Means of contacting essential personnel.
8. Restricting entry.
9. Identification of employees.
10. Emergency use of the buildings air handling and HVAC systems.



Planning

1. Evacuation Plans:

- Various building evacuation routes must be determined. These routes must be flexible enough to be changed quickly as the situation dictates.
- Maps of evacuation routes should be given to all employees. These routes may be disseminated using internal email or other communications systems.
- Evacuation maps should also be posted near all elevators and other emergency exits to assist non-employees, who are lawfully inside your buildings.
- The safest routes must be decided and announced utilizing a pre-determined communication method.
- Floor and Section Captains must be identified.(If there are multiple business on one floor, each business should designate a floor captain). These people will be used to disseminate information and direct employees, via the communication system. Contingency plan to assist disabled employees with evacuation.



Planning

Suggested Information Dissemination System

- ◆ A prearranged telephone tree should be established, provided to all employees and practiced. The telephone tree provides for the rapid and accurate dissemination of vital information.
- ◆ Utilize the telephone tree to inform employees of the evacuation route, should activation of that plan become necessary.
- ◆ The telephone tree is also used to provide other vital information as necessary.
- ◆ Have a contingency plan. Phones may be out of service. Portable radios are inexpensive and provide good alternate communication.



Typical Telephone Tree

- ◆ Using the telephone tree. The Communication Manager, or other predetermined person, contacts key personnel (Branch Captains) in all sections of the building by telephone.
- ◆ The Branch Captains then telephone other predetermined personnel in their areas (Unit or Floor Captains)
- ◆ The Unit or Floor Captains then go office to office and personally notify everyone on their list of personnel and ensure restrooms are checked and clear.
- ◆ Your Company's personnel list must be kept current and accurate to assure **all** personnel are notified of the situation, evacuation routes and other vital information.
- ◆ No one person within the tree should be responsible for contacting more than 5-10 people.



Outside Assembly Areas

- ◆ Once notified of the evacuation, all employees will exit the building and go to the predetermined assembly area.
- ◆ A head count is then taken by a pre-identified group leader to assure a full evacuation has occurred.
- ◆ Several evacuation routes and assembly areas should be established and practiced.
- ◆ Make sure outside assembly areas are far enough away from the building. If an explosion were to occur after evacuation are you going to be safe from debris



Outside Assembly Areas

- ◆ The evacuation route should avoid any area deemed dangerous or where suspicious items are discovered.
- ◆ Assembly areas should be in locations away from thoroughfares or other areas that may be vulnerable to attack.
- ◆ The building should then be secured.



Sheltering in Place

- ◆ Often times keeping employees in the office is safer than sending them into the street.
- ◆ Should a terrorist release a weapon of mass destruction (chemical/biological/radiological weapon) removing employee's from the building could cause that person to become a victim.
- ◆ Plans must therefore be made to house these employees within their building.



Sheltering in Place

- ◆ The District of Columbia shall broadcast over local radio and television whether evacuation or sheltering in place is in effect. Therefore, should the decision be made to shelter in place, battery powered or other communication receivers should be available and monitored. In our current alert status, security personnel should constantly monitor local news radio.



Considerations

- ◆ Number of persons within the building.
- ◆ Special medical needs of persons within the building.
- ◆ Food and other necessities.
- ◆ Multiple employees should be trained to operate the facility's HVAC and air handling systems.
- ◆ In the event of the outdoor release of a weapon of mass destruction (Chemical) the most effective manner of sheltering in place is to move all persons to the upper floors and the complete shut-down of the buildings HVAC and other air handling systems. Windows can be covered with plastic and duct taped for additional protection. Additionally all windows and doors should be closed. In the case of a chemical release, the agents tend to concentrate in the lower levels.
- ◆ All pre-placed emergency materials should be stored at the upper levels of the facility (flashlights, battery powered TV, radio, medical supplies)



Building Security CONSIDERATIONS

Depending on the security concerns of your facility any or all of the following suggestions may be implemented.

- ◆ Issuing identification badges to all employees and other authorized persons who have access to the facility on a full time basis.
- ◆ After being fully identified by security personnel, issue numbered visitor identification badges for those conducting legitimate business.
- ◆ Pre-registration of visitors by employees with security personnel.



Building Security

CONSIDERATIONS

- ◆ No entry into the facility without security escort.
- ◆ All persons entering the facility be subject to security screening; including the searching of person and possessions. In high security environments magnetometers and x-ray machines should be considered.
- ◆ Get to know who works on your floor – in your building



Building Security

CONSIDERATIONS

- ◆ Configuring security checkpoints that prevent access to unauthorized persons. I.E. No entrance to a facility, forcible or otherwise should be possible except via a secure portal. And then, only after being cleared by security personnel.
- ◆ All mail and other packages should be handled through a mail room staffed with persons specially trained to detect suspicious packages.
- ◆ Equipping mail handling facilities with equipment designed to detect injurious substances or objects.

FBI Advisory

If you receive a suspicious letter or package

What should you do?

- 1 Handle with care
Don't shake or bump
- 2 Isolate and look for indicators
- 3 Don't Open, Smell or Taste
- 4 Treat it as Suspect!
Call 911



If parcel is open and/or a threat is identified...

For a Bomb

Evacuate Immediately
Call 911 (Police)

Contact: Capital Public Safety

For Radiological

Limit Exposure - Don't Handle
Distance (Evacuate area)

Shield yourself from object
Call 911 (Police)

Contact: Capital Public Safety

For Biological or Chemical

Isolate - Don't Handle
Call 911 (Police)

Wash your hands with soap and warm water

Contact: Capital Public Safety



Office of Public Safety
Capital Community College
520-7813 (Woodland) or 987-4813 (Flatbush)



Building Security CONSIDERATIONS

- ◆ Know your delivery schedule.
- ◆ Monitored video systems that record activities outside the facility. Security personnel should retain the videos for 10-30 days before erasure or re-taping.
- ◆ Know what types of business are in your building and what may make them a target.
- ◆ Don't allow employees to prop open outside doors.
- ◆ Pay attention to any suspicious behavior in and around building



Building Security

CONSIDERATIONS

- ◆ Garages should be secured in the same manner as the main facility.
- ◆ Other containers such as trash dumpsters should be constantly inspected or monitored by surveillance cameras staffed by trained operators.
- ◆ Other structures outside of the main facility must also be monitored.
- ◆ Employee lists and contact information must be kept current and distributed as necessary.



Trains

- ◆ If hazardous materials are going to be transported through the city by rail, contact Metropolitan Police Department, Special Operations Division **in advance** to arrange an escort.

Commander Lanier (202)727-4632



Key Phone Numbers

- ◆ DC Office of Emergency Management Agency (202) 727-6161
- ◆ Metro Transit Police (202) 962-2121
- ◆ US Capitol Police (202) 224-5151
- ◆ U.S. Park Police (202) 619-7910
- ◆ DC Fire Dept. (202) 462-1762
- ◆ Emergency 911
- ◆ Metropolitan Police – Non-emergency 311



Conclusion

- ◆ If you develop and maintain a building security management plan, you will be prepared for the threat.
- ◆ Don't fall for the misconception that this can't happen at your facility, because we all know that it can.
- ◆ FOR COPIES OF THIS PRESENTATION E-MAIL RENNIS@MPDC.ORG