

INCIDENT SECURITY PLAN

Incident Name: Poseidon pipeline

Incident #: 1

Incident Location: South Pelto

Securing the Command Center

It is vital to the success of the Unified/Incident Command to maintain a secure environment around the command center. All personnel that will be authorized access to the command center will be issued identification badges by which they can be recognized at the access point. Security or law enforcement personnel will also be posted designated key locations.

ACCESS POINT LOCATION:

Command Post (CP), Texaco Building
Field Command Post (SS) Cocodrie

TYPE OF RECOGNITION SYSTEM TO BE USED:

Bages

PERSONNEL RESOURCES PER 24HR PERIOD:

<u># of Law Enforcement slotted</u>	<u># of Bonded Security slotted</u>
CP 2	2
SS 2	1

CONTACT EQUIPMENT:

Telephone:

Two-way radios: Yes

Other:

Equipment Staging Area

The staging areas will be manned 24 hours a day and with a guard at each entry point, and personnel to verify those authorized for entry.

STAGING AREA LOCATIONS AND DESCRIPTIONS:

Cocodrie

PERSONNEL RESOURCES PER 24HR PERIOD:

<u># of Law Enforcement slotted</u>	<u># of Bonded Security slotted</u>
Staging 2	1
2 Marine patrol	

CONTACT EQUIPMENT:

Telephones:

Two-way radios:

Other:

Working Sites

In accordance with the Site Safety Plan (SSP), security personnel should be set up at control points within the cold zone to prevent access into the working sites. Roads and other access routes should be barricaded off and manned to prevent entry. On the water, the Coast Guard will establish safety zones to prevent any traffic from entering the warm and hot zones. The responsible party should supply the Coast Guard with enough personnel to help out if necessary for the duration of the incident.

DESCRIPTION AND DIAGRAM OF COLD, WARM, HOT ZONES:

Not Yet Assigned

PERSONNEL AND CONTACT EQUIPMENT RESOURCES:

Law Enforcement

Bonded Security

Telephones:

Two-way radios:

Other:

Security Plan

Incident: Chocolate Bayou Pipeline Incident	Prepared By: Section, Planning at 9/10/2003 09:01
Period: Period 2 (9/10/2003 18:00 - 9/11/2003 18:00)	Version Name: Version 1

SUGGESTED SECURITY PLAN SPILL / EMERGENCY RESPONSE

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Purpose

Prevent interruption or interference with Company personnel responding to an oil spill or emergency situation.

Objective

Detection, prevention and reporting of possible sabotage, vandalism, thefts, fires, fire/safety hazards, unauthorized entries/exits, violations of site rules, and any other irregular or unusual activity which might adversely affect the operation. Expedite security functions to avoid becoming a burden to overall operations.

1.0 Guard Stations / Positions (Y, N, or N / A)

- Y All vehicle/pedestrian entrances
- Y Boat docks and water front areas
- Y Heliport
- Y Staging areas for personnel or equipment
- Y Warehouse and storage areas
- N/A Communications center/facilities
- N/A Visitor waiting/reception room
- Y Roving guards/supervisors
- Y Other facilities/locations (as necessary)
- N Incident site
- Y Field operations centers (as designated)

Duties and Responsibilities (Y, N, or N / A)

- Y Guard positions will be manned 24 hours a day for duration of the operation. Shift working hours will be:

Day 0630 to 1830

Night 1830 to 0630
- Y Entrances to any operational site will be kept to a minimum, one primary and secondary entrance as necessary.

2.0 Emergency Command Center (ECC)

- Y Guard to be positioned outside the ECC entrance.
- Y As soon as practical, a name list will be developed to identify personnel authorized to enter the Command Center.
- Y Qualified Individual or his designate, must approve entry for all other persons.

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Y Maintain an in / out log of personnel / visitors by badge number and organization name.

Objective

Y Minimize disruption for ECC personnel.

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Y As situations dictate, the Security will make random checks of all guard posts to promote adherence to all security issues.

Y A Security Event Log will be submitted at the end of each shift. The purpose of this log is to record status of security operations, hazardous situations, problems and actions taken.

3.0 Roving Patrol

N/A Guards on roving patrol shall wear a hard hat.

Y Guards will not loiter at any one location while on patrol, but shall keep moving and shall be highly visible at all times.

Y Guards shall look for suspicious activity and anyone loitering in the parking areas or equipment staging areas. Guards will report their observations by radio and based on his judgment of the situation wait for additional personnel or proceed to investigate the activity. Also be alert for fire / safety hazards and any unusual activity or condition that might adversely affect the operation.

Y All incidents occurring during patrol will be recorded on the Security Event Log. The guard post will be noted on the lower right hand corner of the log.

Y Guards on patrol will relieve other guard posts as directed by the guard supervisor or his assistant. The relief duties will be noted on the Security Event Log.

4.0 Field Command Center (FCC)

Y Guard to be positioned outside the FCC entrance.

Y As soon as practical, a name list will be developed to identify personnel authorized to enter the FCC.

Y Maintain an in / out log of personnel / visitors by badge number and organization name.

Y Minimize disruption for FCC personnel.

5.0 The Badge System: Passes

Company employee temporary pass, orange and white color. Has stamped control number and no picture. Badge information must be complete.

Company contractor temporary pass, blue and white color, has stamped control number and no picture. Badge information must be complete.

Visitor temporary pass, green & white, has stamped control number and no picture. Badge information must be complete.

Vehicle passes, orange color is long term. Green color to be picked up at exit.

Y All pedestrian / vehicle traffic to be logged in and out.

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- Y All material and equipment will be logged in and out. Check manifest or material pass and note identifying information on log.
- Y Green and white visitor passes and green vehicle passes will be picked up as they leave the secured area.
- Y Emergency fire, medical and police responding to an emergency situation will be permitted immediate access. Guard will note such entries on his log.
- Y Logs to be handled as permanent records and all information as accurate as possible. Logs to be delivered to or collected by the guard supervisor at the end of each shift.
- Y Identify each log sheet with your name, date and post number or name.

6.0 Badge/Pass Procedures: Main Entrance

- Y Personnel and vehicle passes will be issued only at the main entrance.
- Y Company personnel with a card key picture badge need no further personal identification. A vehicle pass, long term or short term (1 day) should be issued.
- Y Company personnel who do not have a picture badge and contractors are to be issued passes as follows:

Company personnel, issue orange and white temporary pass

Contractor personnel, issue blue and white temporary pass
- Y Passes are to be filled out completely, use driver's license to verify. Record on badge / pass log. Issue vehicle pass if needed.

7.0 Visitors: News Media and Non-official Observers

- Y Procedures: Obtain name, company / agency and reason for visit.
- Y Contact Field Command Center for approval to issue pass (verbal by telephone).
- Y If approved, escort or transport visitor to location specified by person approving entry.

8.0 Visitors: Government Agencies, I.E., Coast Guard, D.E.Q.; E.P.A.: Wildlife

- Y Notify Field Command Center of individuals presence, ask for any instructions.
- Y Issue green and white visitor pass and escort or transport to location specified by the field operations center
- Y Visitor vehicles to be parked outside the secured area.

9.0 Secondary Entrances

- N/A Entry into this secured area permitted only when the individual presents one of the following badge passes.

Company picture badge laminated card key type.

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10.0 Guard Post Instructions

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- Y Guards will report for duty assignments and be on their posts at 0630 hours for the first shift and at 1830 hours for the second shift.
- Y Guards reporting to his post shall be in complete uniform and will have all necessary equipment to perform his duties.
- Y When a guard ends his tour of duty or is temporarily relieved, he shall communicate any pertinent incidents or instructions by writing same on the shift logs maintained at his post.
- Y Shift logs and incident reports will be printed and not written in script. Guards will print their name above their signature on all logs and incident reports. The guard post location will be noted on the lower right-hand corner of all logs.
- Y Guards shall conduct themselves courteously and cordially at all times while on duty.
- Y Guards are not to have in their possession firearms, batons, billys, saps, mace or other such weapons or devices on any company facility.
- Y Searches of persons, property or vehicles are not to be conducted without specific prior written authorization from the Company Security.
- Y Guards shall not make any arrests or detention of any individuals.
- Y Any suspicious incident shall be reported promptly to Company Security.
- Y Guards shall submit written reports of criminal acts and noteworthy incidents via notations on the post log and by submitting a written incident report.
- Y All incident shift reports shall be forwarded Company Security.
- Y Guards at remote locations will be provided with portable radios for communication. UNDER NO CIRCUMSTANCES will improper radio conduct be tolerated. The radios are strictly for business communications.
- Y When a guard is given instructions outside their specific duties by Company personnel, the guard will immediately convey this request to his supervisor. The supervisor will in turn notify the Company Security Representative on duty.
- Y Guards will not leave their post without being relieved by the supervisor or their relief.

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