Security Program Plan

For

*(agency name)*

*This is a template. All areas shown in red need to be addressed. All elements are required except those noted as optional. It is important to note that these are the minimum requirements. Additional information can/should be added to this template.*

Date:

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**SPP Activity Log**

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| --- | --- | --- | --- |
| **Date** | **Activity**  **(Review/Update/Addendum/ Adoption/Distribution)** | **Concerned Person (Signature)** | **Remarks** |
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# **Management Security Commitment and Policy Statement**

(*Insert Agency name*) is committed to providing a secure and efficient transportation services to the patrons. This policy statement serves to express management's commitment and active involvement in providing and maintaining a secure transit system, preventing and adequately responding to any thereat coming either from inside the Agency or from outside.

In compliance with Florida Statutes (F.S.) Section 341.041, Section 334.044(2), and Section 341.061(2)(a), and Florida Administrative Code (F.A.C.) , Chapter 14-73.001, and Chapter 14- 90 and in the interest of the security of the employee and patrons, (*Insert Agency name*) has developed and adopted this Security Program Plan (SSP). It complies with established security standards and is intended to document all policies, function and responsibilities of the department in case of emergency. It also contains information about mitigation, preparedness, response, recovery and organizational structure. It applies to all areas of the Transit System, including maintenance, operation, administration, procurement, etc.

(*Insert Agency name*) management is ultimately responsible for maintaining a coordinated security system in order to identify and prevent, intentional actions and conditions that present a potential danger or threat to public security. Management has responsibility for maintaining and implementing the SSP and complying with the policies, procedures and standards included in this document. All personnel are responsible for incident prevention and for maintaining security standards consistent with their position and organizational function. Any violation of security practices is subject to administrative action. Management is ultimately responsible for enforcing the SSP and maintaining a secure system.

Through a cooperative team effort and compliance with (*Insert Agency name*) Security Program Plan, the Transit System will maintain the highest security performance.

*(insert individual goals here)*

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(accountable executive)*

# **Security Policies Goals and Objectives**

It is the policy of (*agency name*) to ensure a safe and secure environment for employees, contractors, and the public using the system. In accordance with this goal (agency name) has adopted this Security Program Plan (SPP).

This SPP will cover a wide variety of topics all working towards the goal of a safe place to work and a safe system to ride. This will be accomplished by implementing the below listed policies and procedures. While all situations will not be listed in the document, a framework for responding to common emergencies can be adapted to each situation.

Transit does not have the ability to control all aspects of the environment in which they work. To this end, this policy will be regularly reviewed and updated to adapt to the changing security environment.

# **Organizational Roles and Responsibilities**

*This section will contain a list of positions and what security and emergency management roles they play in an incident. An example is provided below:*

|  |  |  |
| --- | --- | --- |
| **Daily Role** | **Security Role** | **Emergency Management Role** |
| Director of Safety | Oversees day to day security incidents | Head of agency EOC |
| Safety and Security Officer | Responds to day to day security incidents and interfaces with first responders. This position also monitors security information from sources such as: Homeland Security Information Network, Public Transportation Security and Information Network etc. | Primary contact for County EOC. Is agency representative to County EOC when activated |
| General Manager | Responsible for approval of all policies and annual security review. Dedicates an appropriate amount of the budget for security | Oversees the agency EOC |
| Maintenance Worker | Looks for signs of tampering while repairing busses | Could be called on to move busses or be standby for repairs in emergencies |

# **Emergency Management Processes and Procedures for Mitigation, Preparedness, Response, and Recovery**

*(agency name)* employs a variety of methods to prepare for and respond to emergency situations. The following is a description of the methods used.

## **Mitigation**

*(agency name)* senior staff meets on a regular basis to discuss and plan for emergencies. Those discussions include preparing for natural and man-made emergencies for any part of the transit system.

Operational information that is necessary to keep the service running is shared with front line supervisors and employees when they are first trained, when an emergency situation is anticipated, or when procedures change.

*(agency name)* senior staff is in regular contact with *(name local)* emergency management.

Certain items are addressed on a daily basis by *(agency name)* employees. Operators are instructed to look for out of place items or tampering on the buses during their pre and post trip inspections. Mechanics working on the buses are also looking out for signs of tampering. Operators are instructed to contact dispatch if then notice anything out of place along their route as they are the eyes and ears of the system.

## **Preparedness**

*(agency name)* is in regular contact with the *(city/county)* emergency services and city managers. Any event that happens at *(agency name)* offices will be handled by the *(city/county)* emergency management and assisted by *(agency name)* senior staff.

*(agency name)* senior staff meets annually, or sooner if necessary, with representatives from the *(city/county)* emergency management, police department, and fire department. These meeting discuss any issues that may arise during emergency response that can be eliminated, or at least diminished, prior to an event.

*(agency name)* also uses the quarterly safety meetings with staff to reinforce preparedness on the part of staff *(if applicable).* These activities could include preparing for hurricanes, flooding, security events, and making sure the families of staff are prepared for such events.

## **Response**

*(agency name)* supervisors, and senior staff if necessary, respond to any emergency events that occur affecting *(agency name)* operations. Several items are in place to respond to events. Lines of communication have been established between city first responders and *(agency name).* Procedures are in place to cover such events as towing, spills, injuries, and other events.

*(agency name)* also maintains all information needed to run the system remotely in case an emergency incident affects the operations building.

## **Recovery**

*(agency name)* works with the *(city/county)* to determine when any problem with the operation center will be, or is, concluded in order to resume operations.

*(agency name)* supervisors are used to check routes that may have been detoured or cancelled to ensure that regular service can resume.

# **Procedures for Investigating Events**

## **Procedures for Security Events**

(*Agency name*) is committed to providing safe service for its customers. Any security incident, whether a suspicious event or completed act, shall be reported via an incident report form. The incident report form will be turned in to (*fill in position*) and marked as a security event. Once the initial review is done the form will be passed on to (*position responsible for security*). The event will be documented in a way that will allow for later tracking and trending. The (*position responsible for security*) will decide what, if any, outside resources might need to be contacted. These resources could include: local police, a Joint Terrorism Task Force (JTTF), FBI, TSA, or any other appropriate agency.

## **Procedures for Investigation of Non-Security Events**

Each bus transit system shall investigate, or cause to be investigated, any event involving a bus or taking place on bus transit system controlled property resulting in a fatality, injury, or property damage as follows:

(a) A fatality, where an individual is confirmed dead within 30 days of a bus transit system related event, excluding suicides and deaths from illnesses.

(b) Injuries requiring immediate medical attention away from the scene for two or more individuals.

(c) Property damage to bus transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property. The bus transit system shall have the discretion to investigate events resulting in property damage less than $1,000.

(d) Evacuation of a bus due to a life safety event where there is imminent danger to passengers on the bus, excluding evacuations due to operational issues.

# **Data Acquisition and Analysis**

Reported security events will be maintained in a way where they can be tracked by: date, location, route, driver, person/people involved, and activity engaged in. This will allow the agency to track and trend incidents over time. An annual meeting between (list members of the review team) will review all security incidents from the previous year to identify pattern or trends and address them as necessary. If a pattern or trend is seen prior to the annual review, a meeting of the committee can be called to address the current issues.

# **Establishment of Interfaces with First Responders**

(*Agency name*) recognizes that many incidents will involve local first responders. It is important to establish relationships with the first responders in your area. At least annually designated agency personnel (*insert title here*) will meet with local police, fire, and EMS representatives either together or separately. The purpose of these meetings is to gain familiarity with each other’s operations and make sure that the agencies are supporting each other in the best way possible. An open line of communication should be established between the local first responders and the agency so any issues that arise can be immediately addressed.

# **Establishment of Interfaces with Emergency Management**

In the event of a disaster, either natural or manmade, transit often plays an important role. At least annually designated agency personnel (*insert title here*) should meet with the local emergency management officials. This purpose of this meeting is to gain familiarity with each other’s operation and support each other in the best way possible.

The agency shall update their local FDOT District office with a list of emergency personnel and contact numbers prior to the beginning of each hurricane season (June 1st of each year).

*If the agency is the Emergency Service Function 1 (ESF#1) for local emergency management, meeting should occur more frequently. Clear lines of communication need to be established for working together in an activation from scaling up the operation to closing it down. List the agencies you partner with, how often you get together, and your roles in an emergency.*

# **Employee Security and Threat Awareness Training**

*Describe the security training that you give to your employees in your entry training, annual refresher training, and periodic special training sessions.*

# **Emergency Preparedness Drills and Exercises**

It is important to not only plan for emergencies but to also exercise those plans. Only when the plans are exercised will you be able to know if your plans will work. This will also give (*agency name*) a chance to test communication between the agencies needed to address emergencies.

*List your plans describing which agencies you have done recent drill and exercises with including exercises planned by you or exercises in which you were a part of.*

# **Access Control and Visitor Policies**

**(optional)**

*(agency name)* understands that most security threats are from outside the company. Due to this *(agency name)* has access control and visitor policies that attempt to limit access by outside personnel.

*List the policies your agency has established here. These could include:*

* *A policy that all employees must have a visible ID while on property*
* *A policy that visitors will be escorted and must sign in and receive a visitor badge*
* *A challenge policy to all persons not wearing a visible badge*
* *Policies for the issuance and use of access control cards*
* *Policies for contractors and delivery personnel*

# **Facility Design and Monitoring**

**(optional)**

*(agency name)* understands that the design phase of a project is the best time to evaluate safety and security concerns. Designing in security and safety at this early phase helps to reduce expenses by attempting to insert design changes or retro fits later. Cameras can be used to record events for playback after an incident. *(agency name)* uses a CCTV system that records in case an event happens. It should be noted that the cameras are not monitored in real time.

*List your design and monitoring policies*

* *Who can access and archive CCTV footage*
* *Policies on the release of CCTV footage for both mobile (bus mounted) and fixed (building mounted) camera systems*
* *Design criteria for CCTV coverage*
* *A policy that allows for a safety and security review during the design phase of all projects*

# **Critical Assets**

**(optional)**

*(agency name)* keeps a list of critical assets located at *(describe storage location)*. This list is maintained by *(department in charge of list)*. These assets are considered critical to the running of the system and therefore need to have periodic security reviews. An annual review of this list is performed by *(department)* to assure that it is current and all designed defenses are in place.

|  |  |  |  |
| --- | --- | --- | --- |
| **Asset Identification** | **Location** | **Who monitors safety of the asset** | **How is this monitored** |
| Buses | In bus yard when not on route | Security contractor | Contractor reports to Director of Safety and Security/CCTV coverage |
| Fuel Tanks | Bus Yard | Safety and Security Department/Facilities | Physical inspections by Facilities department/CCTV coverage/ Annual safety and security inspection |
| Farebox cash | Vaulting closet | Finance/Safety and Security | Audits/CCTV |

# **SPP for Contractors**

*(agency name)* requires all contractors to either follow the agency’s SPP or provide their own SPP for *(agency name)’s* approval. If the contract last over a year, *(agency name)* will review the contents annually. *(agency name)* will monitor the contractor’s adherence to the SPP by *(describe procedure)*.

# **Security Sensitive Information (SSI)**

*(agency name)* will not disclose the SPP or security portion of the SSPP, which is prohibited by Section 119.071(3)(a), F.S. All security sensitive information shall be marked as such. TSA web page has a policy template on how make a document SSI.

# **Maintenance and Distribution**

*(agency name)* shall review this document annually, or when information either new or updated is inserted, whichever comes first. The review will be conducted by *(department or position name)* and the plan will be submitted to the accountable executive for approval.

When this plan is updated it shall be distributed to the following key personnel:

*Insert your list here, it could include:*

*GM*

*Safety and Security Department*

*Local Law Enforcement*

*Emergency Management Partners*

# **Certification**

The *(position name)* will submit an annual safety and security certification to the FDOT. The certification will be submitted no later than February 15, for the prior calendar year period unless otherwise required by FDOT. The certification will attest to the following:

* The adoption of an SSPP and an SPP in accordance with established standards set forth in Rule 14-90.
* Compliance with the adopted SSPP and SPP.
* Performance of safety inspections on all buses operated by the system in accordance with Rule 14-90.
* Reviews of the SSPP and SPP have been conducted to ensure they are up to date.

The certification will also include:

* The name and address of *(agency name),* and the name and address of the entity(ies) who performed bus safety inspections and security assessments during the prior calendar year, if different from *(agency name).*
* A statement signed by the Chief Executive Officer/signatory authority responsible for the management of *(agency name)* attesting to compliance with Rule 14-90.