



Drill No.	D422
Category	Emergency Response
Type	Contingencies
Subject	Bomb threat
Security Level	1 to 3
References	1. Port Facility Security Plan 2. Relevant Port Facility security instructions, regulations and memorandums 3. APEC Manual of Maritime Security Drills and Exercises Vol I Part 1 – Guidelines for the Conduct of Maritime Security Drills 4. ISPS Code

INTRODUCTION

1. The threat of a bomb on the premises is one of the greatest security concerns of any organization. Port Facilities may be vulnerable to such threats because they often experience a considerable amount of traffic throughput as a routine aspect of their operation. A bomb threat communicated to any Port Facility must be handled competently with utmost urgency and it is therefore important to practice the procedures relating to a bomb threat regularly to ensure personnel are familiar with the processes. With the emphasis placed by terrorists on human targets for maximum media exposure, Port Facilities handling passengers must be especially well-prepared.
2. A simulated terrorist improvised explosive device will be planted in the Port Facility by controllers. This drill will require Port Facility staff to respond to a telephoned bomb threat, instituting additional security measures, etc. as dictated by the Port Facility Security Plan.

AIM OF THE DRILL

3. **General Objective**

To practice the Port Facility's response to a bomb threat.

4. **Specific Objectives**

- a. To validate the procedures for security responses to a bomb threat.
- b. To practise security staff in responding to a bomb threat.
- c. To raise the awareness of Port Facility staff to a bomb threat.



- d. Meet or better the specified benchmark response times for this drill.

REQUIRED ATTAINMENTS

5. On completion of the drill, Port Facility security staff will be able to:
 - a. Perform the specified procedures in response to a bomb threat.
 - b. Provide feedback to refine, update and improve the procedures.
 - c. Recognize the gravity of a bomb threat to the Port Facility.

PLANNING FOR THE DRILL

6. **Timetable**

- a. The date for the conduct of this drill should be scheduled in the Port Facility's annual work program. Preparations for this drill should commence 2 weeks prior to the date of conduct. An example of a time-table for the preparation and conduct of this drill is given in Appendix 1.
- b. This drill has the potential to paralyze normal Port Facility operations. Thus careful selection of the date with this in mind, or an arrangement for a fraction of the staff to participate [see paragraph 7b(2)] will be required.

7. **Personnel**

a. Control Team

(1) Chief Controller: The Chief Controller may be the Port Facility Security Officer (PFSO) or a manager in charge of security matters. Where the first line response by security staff involves the PFSO, a manager should be considered for the appointment of Chief Controller. This will free the PFSO to respond to the situation as it develops during the drill.

(2) Controllers: The Chief Controller should arrange for a representative each from departments that may be more significantly affected by a bomb threat, to be controllers. However, these representatives should not be the persons primarily responsible for implementing security measures against the bomb threat.

b. Participants

(1) It is essential that all Port Facility staff be familiar with the procedures associated with a bomb threat, thus all Port Facility staff should participate.



(2) Where Port Facility operations cannot be disrupted by the conduct of such an all-encompassing drill, arrangements should be made to conduct the drill for a part of the staff each time.

c. Safety Officer

The appointment of a safety officer for this drill should be considered.

8. **Resources**

a. Simulated bomb

The Chief Controller will arrange for a simulated bomb to be prepared for the drill. This may comprise a parcel or box of about 2 – 3 kg weight, gift-wrapped as a disguise, and carried in a shopping bag. The bag should be placed in a high human traffic area and should not be too well hidden.

a. Communications

(1) **Local Authority** – The communications link and points of contact for reporting of a bomb threat should be checked, and advised of the impending conduct of the drill. Assurances of an adequate response by local authority in the event of an actual bomb threat should also be verified.

(2) **Equipment** – Normal Port Facility staff communications means will be used.

(3) **Code words**

Code words are used to provide brevity and clarity in communications during the conduct of a drill. A list of suggested code words is given in Appendix 2. The code words must be promulgated to all controllers and participants of the drill.

(4) **Security**

Consideration should be given to the possible disclosure of confidential information (e.g. details in the PFSP) in all exchanges connected with this drill, and appropriate precautions taken to avoid the release of such information to persons not authorized to receive it.

b. Other requirements

- (1) Location for the debrief.
- (2) Refreshments e.g. during the debrief.
- (3) Person to take notes during the debrief.
- (4) Stationery for note-taking.



9. **Safety**

Staff activity in connection with this drill would be monitored by the Safety Officer, if one is appointed. The Safety Officer should station himself at a location where he would be:

- a. Able to observe the majority of events
- b. In close proximity where potentially hazardous activity is to take place
- c. Accessible should he be required in a contingency

10. **Budget**

Funding may be needed for the following:

- a. Providing the simulated bomb.
- b. Refreshments for the debrief.
- c. Reimbursement of expenses incurred by controllers or participants.

11. **Policy for disclosure**

- a. The Chief Controller should decide if the drill is to be announced (i.e. participants such as security staff will be notified of the conduct of the drill) or the conduct of the drill will not be announced beforehand (i.e. the participants will not be informed of the conduct of the drill).
- b. In deciding the mode, the following may be taken into consideration:
 - (1) Security - Where it is assessed that confidentiality is uncertain or difficult to maintain, it is preferable to opt for an announced drill.
 - (2) Organizational culture - Unannounced drills may be perceived as a test of the participants.
 - (3) Ships at the Port Facility - Where it is anticipated that the drill may impact in any way on ships alongside, their crew, agents, suppliers or contractors, ships alongside should be notified in advance.

12. **Management endorsement**

The Chief Controller should seek approval from management for the conduct of the drill. Management should be informed of the drill prior to its conduct, even if formal approval is not required.



CONDUCTING THE DRILL

13. **Master Events List**

a. The simulated bomb will be planted surreptitiously by a controller, in a high human traffic area. The manner in which the “bomb” arrived within the Port Facility is not pertinent to this drill and need not be discussed. The drill will begin with a bomb threat telephoned to the Port Facility Security Officer by a controller. The Port Facility staff will be required to respond to the bomb threat, instituting additional security measures, etc. as dictated by the Port Facility Security Plan.

b. The “injects” (simulated events) for the conduct of the drill are provided in the example of a Master Events List at Appendix 3. These would be introduced on schedule or on completion of the preceding event. Adjustments would be made to cater to the prevailing circumstances.

14. **Controller briefing**

a. The briefing to controllers will be conducted by the Chief Controller and should include the following:

- (1) Roles to be played by controllers.
- (2) Positions of controllers at the commencement of the drill.
- (3) Transport arrangements.
- (4) Suggested responses to questioning by security staff.
- (5) Safety measures.

b. Scenario

A bomb threat has been received by the PFSO via a telephone call. The caller stated that a bomb in a shopping bag has been placed in the Port Facility where it would kill “many people”, but the caller did not state exactly where or when it would detonate.

c. Tasks

- (1) The Chief Controller will place the shopping bag in a suitable location and initiate the “bomb threat” with a written note to the PFSO simulating the phone call.
- (2) The Chief Controller will conduct the drill in accordance with the events listed in the Master Events List.
- (3) The Chief Controller and controllers should position themselves at suitable locations to discreetly observe the proceedings.



15. Participant briefing

a. A briefing to participants should be scheduled if it is decided that the drill is to be announced (paragraph 11). The brief to participants should include the following:

- (1) Review of the previous drill, including the lessons learnt
- (2) Objectives and scenario of the drill to be conducted
- (3) The Port Facility's security instructions pertaining to the drill being conducted
- (4) Update on the ISPS Code and/or local regulations
- (5) Developments in maritime security (news, events, etc)

b. It should not include information or details of the controllers' plans for the drill.

16. Briefing Aids

Briefing slides and notes are provided in the accompanying PowerPoint files. With entries for the names, dates, locations, etc. these may be used to conduct the briefing to controllers and to participants.

17. Condition

The Port Facility is to proceed with its daily business as usual. No prior preparations on the part of the participants and/or security arrangements are required for the conduct of this drill.

18. Performance Measurement

a. Performance indicators should be established for this drill. Some may be dependent on the specific circumstances of the Port Facility. Ideally, performance indicators should be objective, but subjective ones may also be observed by the controllers, e.g. the degree of compliance with Port Facility security instructions.



- b. The following objective performance indicators are the target benchmark response times to be achieved for this drill:

FROM	TO	DURATION (minutes)
Planting of the simulated bomb	Detection of the simulated bomb	w
Detection of the simulated bomb	Notification sent to local authority e.g. Police (simulated)	x
	Deployment of response team	y
	Alert broadcast to port facility personnel (simulated)	z

CONCLUDING THE DRILL

19. The drill shall be ended under the following circumstances:
- a. When Port Facility staff have completed deployments and actions in accordance with the Port Facility security instructions on bomb threats.
and
 - b. When the simulated bomb has been found.
or
 - c. Upon the Chief Controller's instruction.
20. **Debrief**
- a. Allow some time for the controllers and security staff to gather their thoughts on the events, in preparation for the debrief.
 - b. Assemble all participating security staff for the debrief
 - c. The Chief Controller should conduct the debrief
 - d. Appoint a note-taker to record the salient points of the discussion and in particular the lessons learnt and any follow-up actions required. Guidance should be provided to the note-taker as to what is to be recorded.
21. **Reports**
- a. Report the conduct of the drill to the management, either with a written report or verbally, as required by the management. An example of a report is provided at Appendix 4.
 - b. If a written report is submitted, arrange for a briefing on the drill to be given at a management meeting to inform top management of the proceedings.

**22. Records**

a. An ISPS Drills and Exercises Record Book should be maintained by the Port Facility. The following is an example of an entry in the ISPS Drill and Exercises Record Book:

ISPS Port Facility Drills and Exercises Record Book				
DATE	EVENT	TYPE	SUBJECT	REPORT REFERENCE
<i>15/10/XX</i>	<i>Drill</i>	<i>Emergency Response – Contingencies</i>	<i>D422 – Bomb threat</i>	<i>PF/101/08-D422 dated xx/yy/zzzz</i>

b. A record of participants should also be kept to ensure all staff eventually participate in a D422 [see paragraph 7b(2)].

**D422 TIME-TABLE FOR PLANNING**

DAYS TO DRILL	DATE	EVENT	CHECK
D -14	(calendar	Review the Guidelines	
D -14	dates to be	Confirm budget availability for items and/or services to be employed during the drill	
D -12	inserted)	Identify the drill control team	
D -10		Obtain management endorsement if it is required	
D -7		Refine or adjust the Master Events List if necessary	
D -5		Confirm the participants	
D -1		Brief the controller	
D day		Conduct the drill	
D day		Perform the debrief and record the lessons learnt	
D day		Record the conduct of the drill	
D +1		Prepare the written report on the drill	
D +2		Report the conduct of the drill to management	



CODE WORDS

Code words are used to provide brevity and clarity in communications during the conduct of a drill. The code words listed below may be used to control the drill. They are generally initiated by the Chief Controller. Additional code words may be coined for specific circumstances.

CODE WORD	MEANING
Drill Start	The drill is to commence
Drill Suspend	The drill is temporarily suspended
Drill Go	The drill is to resume from where it was suspended
Drill Stop	The drill is to be terminated (prematurely)
Drill End	The drill is completed
For Exercise	The message or statement that follows this preamble relates to the drill only, and is not to be confused with real activity. This should be used to prefix all telephone or radio communications relating to simulated events for the drill e.g. "For exercise, I am from the Black September terrorist group. A bomb has been placed in your lobby."
No Duff	The message or statement that follows this preamble relates to a real event or instruction e.g. "No duff, Mr. KLJ has fallen and cut his hand at the Restricted Area Gate 3. Please send a vehicle to pick him up."



D422 MASTER EVENTS LIST

SERIAL NO.	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
<i>Date: 15 Oct XX</i>				
001	1000	<i>Chief Controller to announce the conduct of the drill on 17 Oct</i>	<i>Port Facility staff to revise the procedures in preparation</i>	<i>Port Facility</i>
<i>Date: 16 Oct XX</i>				
002	-	<i>Prepare the simulated bomb</i>		<i>Port Facility Security Office</i>
<i>Date: 17 Oct XX</i>				
003	0900	<i>Controller briefing</i>		<i>Port Facility Security Office</i>
004	0930	<i>Participant briefing*</i>		<i>Port Facility</i>
005	1000	<i>All security staff at respective positions</i>		<i>As appropriate</i>
006	1015	<i>Controllers at respective positions</i>		<i>Chief Controller at Security Office</i>
007	1020	<i>Drill commence</i>		<i>Port Facility</i>
008	1030	<i>Chief Controller to telephone the PFSO and initiate the bomb threat</i>	<i>Port Facility security staff to apply the procedures for a bomb threat</i>	<i>Port Facility</i>
009	1200	<i>Drill End</i>	<i>Dispersal of personnel</i>	
010	1430	<i>Debrief</i>	<i>Controllers and selected staff to report findings and lessons learnt</i>	<i>Staff recreation room</i>

* Not required if the drill is to be conducted without prior notice to the participants

**REPORT ON THE CONDUCT OF SECURITY DRILL D422**

Type of Drill	<i>Emergency Response – Contingencies</i>
Drill Conducted	<i>Bomb threat</i>
General objective	<i>To practice the Port Facility’s response to a bomb threat</i>
Date and time	<i>15 October XXXX at 0900 hrs</i>
Duration	<i>2 hrs</i>
Controllers	<i>Mr GHJ, Manager, Safety and Security – Chief controller Mr YHU, Deputy Stevedoring Manager - Controller Mr MJK, Shift captain - Controller</i>
Participants	<i>Port facility staff from the first shift, and off-duty managers All participants were briefed on the conduct of this drill</i>
Significant events	<i>1. The drill was initiated by the Chief Controller at 0930 hrs with a telephone call to the PFSO simulating the “bomb threat”. 2. The drill was terminated at 1045 hrs when all measures had been taken to deal with the bomb threat. 3. Call to local Police was simulated.</i> <i>Include photographs if relevant</i>



Lessons learnt	<p><i>1. Communications check with local Police for bomb threat reporting confirmed the communications links and points of contact.</i></p> <p><i>2. Port Facility staffs were generally not fluent in the procedures, and had to refer continually to the Port Facility security instructions for guidance on the procedures to be adopted.</i></p> <p>Include photographs if relevant</p>
Follow-up action	<p><i>Port Facility staff will need to be reminded at regular intervals of the procedures for a bomb threat. This will be done through publication of different sections of the procedures in the Port Facility daily instructions on a regular basis.</i></p>
Performance indicators	<p><i>1. From Planting of the simulated bomb to Detection of the simulated bomb – w minutes</i></p> <p><i>2. Detection of the simulated bomb to Notification sent to local authority e.g. Police (simulated) – x minutes</i></p> <p><i>3. Detection of the simulated bomb to Deployment of response team – y minutes</i></p> <p><i>4. Detection of the simulated bomb to Alert broadcast to port facility personnel (simulated) – z minutes</i></p>
Total cost	\$xxx

XYZ Port Facility
Maritime Security Drill
Controller Briefing

date

Emergency Response –
Contingencies

Bomb Threat

Drill D422

Bomb Threat

Scope

- Date, time, location
- General objective
- Specific objectives
- Required attainments
- Controllers
- Participants
- Scenario
- Controller Mission
- Controller Tasks
- Communications
- Safety
- Debrief



Bomb Threat

Drill number: 1/08

Date:

Start Time:

Location:

Estimated End Time:

Bomb Threat

General Objective

To practice the Port Facility's response to a bomb threat



Bomb Threat

Specific Objectives

- To validate the procedures for security responses to a bomb threat
- To practise security staff in responding to a bomb threat
- To raise the awareness of Port Facility staff to a bomb threat
- Meet or better the specified benchmark response times for this drill

Bomb Threat

Required Attainments

Security staff will be able to:

- Perform the specified procedures in response to a bomb threat
- Provide feedback to refine, update and improve the procedures
- Recognise the gravity of a bomb threat to the Port Facility

Bomb Threat

Control Team

- Chief Controller: Safety Manager, Mr. AAA
- Controllers
 - ✦ Operations Dept rep – Mr. XXX
 - ✦ Workshop rep – Mr. YYY
 - ✦ HR Dept rep – Ms. ZZZ
 - ✦

Bomb Threat

Participants

-
-
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Bomb Threat

Scenario

A bomb threat has been received by the PFSO. The caller stated that a bomb has been placed where it would kill many people



Bomb Threat



Controller Mission

To plant a "parcel bomb" at a location where it will cause the greatest human damage

Bomb Threat

Controller Tasks

- To prepare a simulated parcel bomb in a shopping bag
- To plant the "bomb" at a suitable location consistent with the "threat"
- To inform the PFSO by written note of the bomb threat

Bomb Threat

SERIAL NO.	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
Date: 16 Oct XX				
001	-	Prepare and plant the simulated bomb in the ship alongside		Port Facility Security Office
002	1000	Chief Controller to announce the conduct of the drill on 17 Oct	Port Facility staff to revise the procedures in preparation	Port Facility
Date: 17 Oct XX				
003	0900	Controller briefing		Port Facility Security Office
004	0930	Participant briefing*		Port Facility
005	1000	All security staff at respective positions		As appropriate
006	1015	Controllers at respective positions		Chief Controller at Security Office

Bomb Threat

SERIAL NO.	TIME	EVENT/INJECT	EXPECTED RESPONSE	LOCATION
007	1020	Drill commence		Port Facility
008	1030	Chief Controller to telephone the PFSO and initiate the bomb threat	Port Facility security staff to apply the procedures for a bomb threat, including evacuation	Port Facility
009	1300	PFSO to inform the ship that the bomb could not be found in the Port Facility, and may be on board	Ship to apply procedures for bomb threat when alongside, including evacuation	Ship
010	1500	Drill End	Dispersal of personnel	
011	1530	Debrief	Controllers and selected staff to report findings and lessons learnt	Staff recreation room

* Not required if the drill is to be conducted without prior notice to the participants

Bomb Threat

Communications



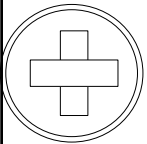
- Telephone
- Walkie-Talkie
 - Participants - Channel number
 - Controllers – Channel number
- Mobile phone – please exchange mobile numbers by xxxx hrs.

Bomb Threat

Code words

Drill Start	The drill is to commence
Drill Suspend	The drill is temporarily suspended
Drill Go	The drill is to resume from where it was suspended
Drill Stop	The drill is to be terminated (prematurely)
Drill End	The drill is completed
For Exercise	The message or statement that follows this preamble relates to the drill only, and is not to be confused with real activity
No Duff	The message or statement that follows this preamble relates to a real event or instruction

Bomb Threat



Safety

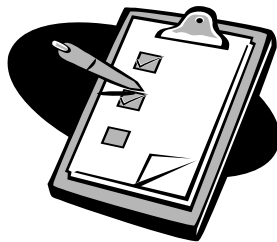
Safety Officer:

- Physical safety of personnel is paramount
- There is to be no physical contact between participants and controllers acting as intruders, etc.
- Security staff are not to use abusive language when talking to controllers acting as "intruders"
- Do not neglect the safety of equipment

Bomb Threat

Debrief

- Location:
- Secretary:
- Attendance
-
-



Bomb Threat



end

Any questions ?

XYZ Port Facility
Maritime Security Drill
Participant Briefing

date

Emergency Response –
Contingencies

Bomb Threat

Drill D422

Bomb Threat

Scope

- Review of the previous drill
- Date, time, location
- General objective
- Specific objectives
- Required attainments
- Controllers
- Participants
- Scenario
- Port Facility security instructions
- Communications
- Safety
- Debrief
- Update on the ISPS Code/local regulations
- Developments in maritime security



Bomb Threat

Review of Previous Port Facility Drill no. 4/07

Date conducted:

Objectives:

Lessons Learnt:

-
-
-

Bomb Threat

Drill number: 1/08

Date:

Start Time:

Location:

Estimated End Time:

Bomb Threat

General Objective

To practice the Port Facility's response to a bomb threat



Bomb Threat

Specific Objectives

- To validate the procedures for security responses to a bomb threat
- To practise security staff in responding to a bomb threat
- To raise the awareness of Port Facility staff to a bomb threat
- Meet or better the specified benchmark response times for this drill

Bomb Threat

Required Attainments

Security staff will be able to:

- Perform the specified procedures in response to a bomb threat
- Provide feedback to refine, update and improve the procedures
- Recognise the gravity of a bomb threat to the Port Facility

Bomb Threat

Control Team

- Chief Controller: Safety Manager, Mr. AAA



Bomb Threat

Participants

-
-
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Bomb Threat

Scenario

A bomb threat has been received by the PFSO. The caller stated that a bomb has been placed where it would kill many people



Bomb Threat

Port Facility Security Instructions

-
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Bomb Threat

Communications

- Telephone
- Walkie-Talkie
- Mobile phone – please exchange mobile numbers by xxxx hrs.

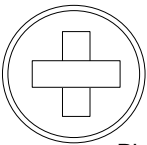


Bomb Threat

Code words

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Bomb Threat



Safety

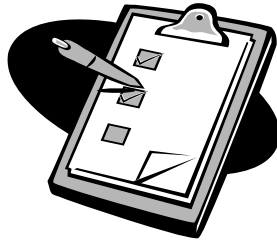
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- Security staff are not to use abusive language when talking to controllers acting as "intruders"
- Do not neglect the safety of equipment

Bomb Threat

Debrief

- Location:
- Secretary:
- Attendance
-
-



Bomb Threat

Updates on the ISPS Code and local Regulations

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-
-



Bomb Threat

Developments in Maritime Security



Bomb Threat



end

Any questions ?
