

City County Building Security Plan

November, 2001

City-County Building Security Condition Levels coincide with the Security Condition Levels for the State of Wisconsin.

SECURITY CONDITION (NORMAL)

No credible threat of terrorist activity. Only routine security measures designed to defeat the criminal threat.

Ongoing Efforts:

- Establish a positive identification system for employees: i.e. access cards
- Insure accountability of issued access cards. They should only be issued to authorized employees and returned to the Department Manager when employee no longer works for the City, County or State.
- Access records should be regularly reviewed to determine suspicious patterns of access.
- Conduct an annual security awareness briefing for building staff. Make them aware that security and awareness is everyone's responsibility.
- Annually review security plans and practices.
- Maintain liaison with law enforcement to monitor the threat to staff, buildings and grounds

SECURITY CONDITION I

Heightened awareness, but no discernible terrorist activity. Under these conditions, only a routine security posture, designed to defeat the routine criminal threat, is warranted.

Action Steps:

- Step 1. Remind all employees to report the following to supervisors who in turn report to appropriate law enforcement or security:
 - Suspicious personnel, particularly those carrying suitcases or other containers, or those observing, photographing, or asking questions about operations or security practices.
 - Unidentified vehicles parked or operated in a suspicious manner in the City County Building garage, City parking ramps and/or County parking ramp.
 - Abandoned parcels or suitcases
 - Any other activity considered suspicious
- Step 2. Building plans as well as the plans for area evacuations must be available to law enforcement at all times. Key personnel should be able to seal off an area immediately.
- Step 3. Secure rooms and storage areas not in use.
- Step 4. Screen official mail to identify possible explosive or incendiary or other dangerous materials. Encourage employees to inspect their personal mail. Report suspicious items to

law enforcement agencies and refrain from handling such items until cleared by appropriate authorities.

- Step 5. Review all plans, practices and procedures to implement SECURITY CONDITIONS II-IV.

SECURITY CONDITION II

Applies when an increased threat exists. Departments must be capable of maintaining the Steps of this level of threat for several weeks without causing undue hardship to their staff or substantially affecting their normal business practices.

Action Steps:

- Step 6. Increase the frequency of warnings to employees as appropriate
- Step 7. Keep employees involved in implementing contingency plans and procedures
- Step 8. Secure and regularly inspect all rooms and storage areas not in use.
- Step 9. Inform employees of the general threat situation to stop rumors and prevent unnecessary alarm. Periodically update all staff as the situation changes.
- Step 10. Brief all security personnel concerning the threat and policies governing use of force. Repeat this briefing on a periodic basis.
- Step 11. At the beginning and end of each workday and at frequent intervals, Security or assigned employees should inspect the interior and exterior of the building for suspicious activity or packages, for signs of tampering or indications of unauthorized entry.
- Step 12. Test warning systems and supporting evacuation plans to ensure understanding and proficiency.

SECURITY CONDITION III

Applies when an incident occurs or intelligence indicates some form of threat or action against personnel and/or facilities are imminent. Implementation of this condition will probably create hardships for employees and affect activities of departments and their staff.

Action Steps:

- Step 13. Continue all Action Steps 1-12 or introduce the Action Steps not already implemented.
- Step 14. Employees responsible for implementing security plans shall remain at their place of duty.
- Step 15. Reduce the number of access points for employees and vehicles to minimum levels.

- Step 16. If applicable, inspect all deliveries to identify explosive and incendiary devices. Encourage contractors to report suspicious packages to law enforcement and refrain from handling them until cleared by law enforcement.
- Step 17. Increase security and law enforcement patrol activity to the highest level sustainable. Request additional security assistance if needed.
- Step 18. Verify the identity of all persons entering the building (inspect identification cards or grant access based on visual recognition). Visually inspect the interior of all suitcases, briefcases, packages and other containers entering the building. Defer employee by-pass until the security condition is reduced.

SECURITY CONDITION IV

Implementation applies in the immediate area where a threat attack has occurred or when law enforcement indicates terrorist action against a specific location is likely. Implementation of Security Condition IV normally occurs for only limited periods of time over specific, localized areas. Departments cannot sustain Security Condition IV for extended periods of time without causing significant hardships for employees and substantial reductions in capability to perform normal business.

Action Steps:

- Step 19. Continue all Action Steps 1-18 or introduce the Action Steps not already implemented.
- Step 20. Provide additional security personnel to ensure absolute control over access to the building and other potential threatened areas.
- Step 21. Inspect all vehicles entering the building. Inspections should include cargo storage areas, undercarriage, glove boxes, and other areas where explosive or incendiary devices or other dangerous items could be concealed. Briefcases, suitcases, boxes and other containers in vehicles should also be inspected.
- Step 22. Identify the owners of all vehicles already in the building or in the vicinity of the threatened area near the building and/or grounds. In those cases where the presence of a vehicle can not be explained (owner is not present or has no obvious City or County affiliation), inspect the vehicle for explosive or incendiary devices, or other dangerous items, and remove the vehicle from the vicinity as soon as possible.
- Step 23. Limit access to building and grounds to those staff with a legitimate and verifiable need to enter.
- Step 24. Inspect all baggage, such as suitcases, packages and briefcases brought into the building or to the grounds for the presence of explosives or incendiary devices or other dangerous items.
- Step 25. Implement frequent inspections of the exterior of the building including the roof, subterranean areas and garage.