

Policy: AD-06-40

Policy Title: Facility Security Policy

Policy Purpose: Establish and implement standardized internal safety and security measures

Implementation Date: 09/22/2006

Revision Date: N/A

**TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT
FACILITY SECURITY POLICY**

Purpose – Establish and implement standardized internal safety and security measures for Westfield Public Works (WPWD). These security measures supplement the WPWD Comprehensive Safety Program’s Emergency Action Plan (See Section A 8-1). This policy has been written to enhance the safety and security of WPW personnel and improve our response actions to natural and man-made hazards including overt or covert acts of terrorism.

Procedures

1. When entering the WPWD campus, all contractor/visitors will sign in at the administrative office located through door number 1. This will ensure accountability of all personnel in the event of a building evacuation or during incident response. Contractors and their employees must have at least one picture identification in their possession and show this identification to WPWD administrative staff upon request. Based on the situation WPWD will convey to the contractor whether there is a need to escort them on WPWD premises. Contractors will have in their possession a company issued photo identification prior to starting work or making deliveries of hazardous materials/chemicals and will produce this upon request.
2. Contractors will coordinate at least one day prior to arrival and delivery of hazardous materials the date, time of delivery, type of product to be delivered and contracted personnel by name that will be visiting the WPWD water or wastewater facility.
3. Based on the security requirements, contractors/visitors in the WPWD main office complex may be required to wear the appropriate visitors identification.
4. All WPWD employees will review the WPWD emergency action plan (Section A 8-1), know where and have access to this safety and security plan, know the location of their closest numbered exit, know who their fire captain is and know where their designated rally points are outside of the building(s).
5. Communication – Selected WPWD employees will ensure that they can be contacted in an emergency. WPWD management will ensure that the numbers on file in these emergency plans are current.
6. If at any time an unescorted visitor/contractor is seen in the building, WPWD employees will ask how you can help them and who they are here

to see. Close the loop and ensure unauthorized people are not wandering buildings or offices.

7. If you are hosting a meeting, maintain accountability of your guests/visitors. Inform them of where the exits are located and where they should meet in the event of an evacuation.
8. The decision to lock down the main office building and/or the customer service building will be made on a case by case basis by the Director of the Westfield Public Works, the Technical Service Manager or in their absence, the safety and loss control coordinator.
9. If any WPW employee has reason to believe that targeting or surveillance activities are occurring, specific information concerning the details of such activity will need to be conveyed to law enforcement agencies to include the FBI. Each employee is expected to be aware of what these activities entail and how to report their occurrence.
10. Entry into the WPWD main office (refer to attached campus map)
 - a. During a Green or Blue security condition, all building doors will be unlocked from 7:30 am to 4:30 pm. During the course of a normal work day, the main office and reception area will be staffed by one or more WPWD employees. All visitor/contractors will fill out the requested information in the visitor ledger at administrative office reception area. After signing the guest ledger, visitors/contractors will be issued a temporary ID card. Visitor or contractor IDs will be worn on the collar, waistline, or the pocket at all times while in the WPWD main office or other facilities. Visitors or contractors will contact the WPWD employee with whom they have an appointment and will then be escorted to the location where the meeting will occur by the WPWD employee.
 - b. During a Yellow security condition, all visitors/contractors must report to the main office reception area via door #1, and inform the Director of First Impressions (or other WPWD employee) with whom they have an appointment. All visitor/contractors will fill out the requested information in the visitor ledger at administrative office reception area. After signing the guest ledger, visitors/contractors will be issued a temporary ID card. Visitor or contractor IDs will be worn on the collar, waistline, or the pocket at all times while in the WPWD main office or other facilities. The WPWD employee will escort the visitor/contractor to his/her place of business (office, conference room).
 - c. Security measures during an Orange security threat level
 - i. Selected lock down procedures at facilities may be directed by the Director of Westfield Public Works. Notification and communication with local authorities will include the county emergency management agency and/or local law enforcement agency (police departments or sheriff departments).

- ii. A call box outside of the fenced area will be used by anyone who wants to enter the WPW main office or CSC.
 - iii. WPWD departments may be directed to use the attached security checklist if needed.
 - d. Security measures during a Red security threat level
 - i. Selected employees will continue to use these established guidelines to enter the building.
 - ii. A local law enforcement presence may be established.
 - iii. Lock down of selected facilities or locations will be implemented.
 - iv. Downsizing or relocation of selected personnel is initiated for safety and security reasons.
 - v. No visitors will be allowed inside the CSC building.
- 11. What to do if you are notified of a biological or chemical release
 - a. Close all doors and windows.
 - b. Immediately turn off the Heating Ventilation Air Conditioning (HVAC) system.
 - c. Turn on the TV/radio and closely follow all official directions from the local and state emergency officials.
 - d. Do not rush to a hospital or call 9-1-1 to find out what to do.
 - e. In the event you are directed to shelter in place by the authorities, make sure you have enough duct tape and plastic to seal one room of the house or area in which you are working. Remain in that location until told it is safe to leave.



Bruce A. Hauk, Director
Westfield Public Works Department

Westfield Public Works Security Checklist

Date: _____

1. All WPWD vehicles are locked at all times - Yes No
2. During non-business hours 5:15 pm to 7:30 am doors in all facilities are locked -
Yes No
3. Emergency exit doors are locked to preclude unauthorized entry - Yes No
4. Facility gates are locked at all times - Yes No
5. All remote facilities are checked by a WPWD water or wastewater employee
every _____ hours - Yes No
6. All WPWD employees are wearing authorized identification around their necks,
collars, pockets or waist line - Yes No
7. During a Red security condition, security coverage is in place at my facility with a
uniformed off-duty police officer on location - Yes No
8. Security coverage in the form of random checks by our local authorities is taking
place – Yes No
9. Fire hydrant usage letter has been sent to the appropriate authorities - Yes No
10. Hydrant meter contractors have received a copy of our hydrant meter usage
agreement detailing their responsibilities - Yes No
11. Concrete barricades those on the interstates, also called New Jersey fencing or
barriers) or steel plating has been placed around the one ton containers of chlorine –
Yes No
12. Security upgrades (see your facility security vulnerability assessment worksheet)
such as fencing, lights or close circuit TV are in place or have been ordered - Yes
No

If you have checked no above, describe what has been placed on order:

13. Copies of our plans have been provided to our county emergency management
agency/local emergency planning committee - Yes No

14. Distribution system maps are accounted for - Yes No
15. We have implemented visitor/contractor entry procedures for our location outlined in paragraph 5 (above) - Yes No
16. We have coordinated dates and times for deliveries with our chemical suppliers - Yes No
17. We are verifying chemical suppliers and deliveries by checking IDs and manifests - Yes No
18. We have maximized the storage on site of fuel for our generators and chemicals - Yes No
19. We have increased the monitoring of chlorine residuals and pH - Yes No
20. We are conducting operational checks and performing maintenance on our generator - Yes No
21. We have suspended flushing activities - Yes No
22. We have suspended all non-regulatory tours of our facilities - Yes No
23. We have inspected the contents of the chemicals that have been delivered to our location - Yes No
24. We continue to work with our local emergency responders (Emergency Management Agency and/or Local Emergency Planning Committee) to ensure proper system safety operations and to identify any potentially anomalous conditions. - Yes No
25. We continue to conduct refresher training and/or counseling of key personnel on the increased threat and how to respond to incidents - Yes No
26. All key personnel have the ability to communicate via pagers or cellular telephones - Yes No
27. We are ensuring all chemicals are delivered with security seals on them - Yes No
28. We have latex gloves and face masks on hand for our employees that handle our mail - Yes No