

Delaware Homeland Security Threat Levels Guidelines for Health Care Facilities

Green - Low Risk of Terrorist Attacks

General:

- Alert all staff to current threat level.
- Advise all personnel to report the presence of unknown or suspicious persons, vehicles, mail and other suspicious activities.
- Caution all personnel regarding discussing the facility and its operations with outsiders

Security and Plan Assessment:

- Ensure existing security measures such as fencing, locks, camera surveillance, intruder alarms, card-access security systems and lighting are in proper working order.
- Implement positive ID access-control procedures for all people (including visitors and contractors) at critical locations in facility. Require use of company photo ID or government-issued photo ID. Keep access logs.
- Practice emergency access plans.
- Review, test and refine security and disaster plans (e.g., fire, bomb threats, biological agents, suspicious mail, cyber attacks, evacuation, and employee phone lists).
- Regularly train personnel on security plans, response measures, security standards and security procedures.
- Regularly conduct facility risk and vulnerability assessments, which include possible impact from surrounding facilities. Install security equipment and plan measures required at higher threat levels.
- Identify and conduct risk and vulnerability assessments on critical processes and technical systems.
- Develop and implement hardware, software and communications security for computer-based operational systems.
- Review guard service contract compliance, post orders, training programs, and emergency staffing capabilities.
- Establish policies on prosecution of criminal offenses against the facility.
- Establish local, regional and system-wide emergency threat and warning communication processes, within the company, with law enforcement and with state and regional industry regulation agencies.

Continue to review and test emergency operations plans with suppliers, contractors and business affiliates (landowners, building managers of tenant offices, etc.).

Communication:

- Advise local police and fire agencies regarding the status of the alert threat level and of the security measures being employed.
- Ensure all emergency-services agencies have directions to your site and phone numbers of critical site personnel.
- Coordinate the release of information to the media with the Communications and Security Departments.

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Blue - Guarded Risk of Terrorist Attacks

In addition to the measures outlined for Threat Level Green – Low.

General:

- Alert all staff to current threat level.
- Review all operations plans, personnel assignments and logistical requirements that pertain to implementing higher threat conditions.
- Instruct employees working alone at remote locations to check in periodically.

Vehicle Security:

- Inspect all vehicles entering critical areas of the facility, including the cargo areas, undercarriage, glove compartments and other areas where dangerous items could be concealed.

Communication:

- Communicate higher alert level to nearby facilities and emergency responders.
- Notify local police and fire agencies of the change in alert level and advise them of the security measures being employed.

Delaware Homeland Security Threat Levels Guidelines for Health Care Facilities

Yellow - Elevated Risk of Terrorist Attacks

In addition to the measures outlined for Threat Levels: Green - Low; and Blue – Guarded.

General:

- Alert all staff to current threat level.

Security:

- Close and lock all gates, except those needed for immediate entry and egress at the facility. Install road barriers, if necessary.
- Implement screening procedures for incoming office mail and other deliveries.
- Expedite completion of all outstanding maintenance and capital project work that could affect the security of the facility
- Limit visitation and confirm that every visitor is authorized to be in any critical locations. All unknown visitors should be escorted to critical locations.
- Request periodic patrol checks from police agency serving the facility.

Vehicle Security:

- Direct that all personal, company and contractor vehicles at critical locations be secured and parked at a distance from the critical areas.

Communication:

- Advise local police and fire agencies that the alert level has changed to Elevated and notify them of the security measures being employed.
- Ensure that all telephones, radio, and satellite communication systems are in place and operational.
- Test emergency communication procedures to ensure security plans can be mobilized.

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Orange - High Risk of Terrorist Attacks

In addition to the measures outlined for Threat Levels: Green - Low; Blue - Guarded; and Yellow – Elevated.

General:

- Alert all staff to current threat level.

Security:

- Increase frequency of security inspections and patrols within the facility. Special attention should be given to buildings, storage tanks, water intake, gas and electric supply and telecommunications.
- Increase frequency of security inspections of unmanned or remote sites.
- Facility managers should periodically provide security updates
- Confirm availability of security resources that can assist with 24/7 coverage.
- Secure critical facilities.
- Ensure that all security personnel have been briefed on policies governing the use of force and pursuit.
- Consult local authorities about control of public roads and access points that might make the facility more vulnerable to terrorist attacks.
- Cancel or delay all non-vital facility work conducted by contractors or have company personnel continuously monitor the contractors' work.

Vehicle Security:

- Set up more barriers to control direction of traffic

Communication:

- Advise local police agencies that the alert level is at a HIGH (Orange) and advise them of the security measures being employed

Delaware Homeland Security Threat Levels Guidelines for Health Care Facilities

Red - Severe Risk of Terrorist Attacks

In addition to the measures outlined for Threat Levels: Green - Low; Blue - Guarded; Yellow - Elevated; and Orange – High.

General:

- Activate Command Center.
- Activate Emergency Response Plans for critical facilities.
- Request assistance from local police agencies in securing access to the facility.
- Initiate staff recall and staffing plans.
- Cancel or delay unnecessary employee travel and leave.
- Implement Contingency Plans.

Security:

- Security should continually check the perimeter of facility.
- Reduce staffing at high-risk facilities to lowest possible levels.
- Identify areas where explosive devices could be hidden.

Vehicle Security:

- Move all automobiles and other non-stationary items away from critical facilities.
- Install collision barriers.
- Verify all incoming vehicles.
- Check, to the extent possible, all vehicles, people, mail, packages, etc entering the buildings.

Communication:

- Advise local police agencies that the alert level is at a Severe (Red) and advise them of the security measures being employed.
- Request increase in patrols at the facility.

The Guidelines above were developed in part by the New Jersey Hospital Association.