



Port Facility Security Assessment (PFSA) Checklist

Port of Felixstowe / 9 Dec 2020 / Barnaby Cole

Complete

Score	75 / 81 (92.59%)	Flagged items	0	Actions	0
Name of the Port					Port of Felixstowe
Conducted on					9 Dec 2020 22:52 PST
Prepared by					Barnaby Cole
Port Address					Felixstowe, [no name] IP11 3SY, UK (51.9491514, 1.3239048)
Document Number					2020-06

Port Facility Security Risk Assessment

Port Facility Details

Briefly describe the facility, its processes, activities, and people.

Description of Facility Location

The Port of Felixstowe is the United Kingdom's busiest container port.

Name of Operating Company

Felixstowe Port Group

Port Postal Address

**View Point Rd, Felixstowe IP11
3TZ, UK
(51.9419474, 1.3264458)**

Port Estate (If applicable)

General Contact Details

+44 1632 960720

Name of Chief Executive Officer

Homer Robertson

Brief Summary of Port Operations (Estate Size, Activities, Ship Movements, Security Protocols, Traffic)

The estate size is 36,400m². In 2017, it was ranked as 43rd busiest container port in the world and 8th in Europe, with a handled traffic of 3.85 million twenty-foot equivalent units (TEU). It averages 10 arrivals and 8 departures every day.

Please attach Site Plan of the Port



Photo 1

Please attach Flow Diagram of Port

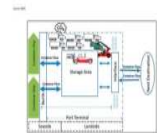


Photo 2

Facility Security Risk Assessment Method

Please briefly describe risk assessment method/s used in conducting the facility security check.

We used a combination of the standard matrix-based risk assessment method and Sage's Model of Risk Management.

Please list initial list of critical assets identified.

1. Physical security measures (e.g. fence condition, working lights, cameras etc.)
2. Cargo facilities, terminals, storage areas and cargo handling equipment
3. Electrical distribution systems, radio and telecommunication systems, computer systems and networks
4. Power plants, cargo transfer piping and water supplies

Please list significant threats identified.

1. Terrorism
2. Cargo theft
3. Extortion
4. Corruption
5. Stowaway
6. Economic Espionage

Inspectors

Inspectors 1

Full Name **Barnaby Cole**

When was your last PFSO Training Course? **1 Nov 2019 14:00 PST**

Location of PFSO Training Course **2 Savoy Pl, London WC2R 0BL,
UK
(51.5099502, -0.1192353)**

Inspectors 2

Full Name **Tor Johansen**

When was your last PFSO Training Course? **29 Oct 2018 09:30 PST**

Location of PFSO Training Course **5 O'Connell Street Lower, North
City, Dublin 1, D01 P9F2, Ireland
(53.348, -6.259002)**

Inspectors 3

Full Name **Sarah McGarvey**

When was your last PFSO Training Course? **10 Feb 2020 13:00 PST**

Location of PFSO Training Course **9 Savoy St, London WC2E 7ER,
UK
(51.5101169, -0.118608)**

Security Management

2 / 2 (100%)

Port Security Committee/Port Security Authority

Name of Chair

Peter Wright

General Procedures for convening the Chair

Committee Meetings shall be held at least once every quarter but may be held at any time in case of urgent circumstances.

Committee Meetings shall be convened and presided over by the Chair. However, the first meeting of every term of the newly elected Committee shall be convened and presided over by the Director who has received the largest number of votes after such election; if there are two or more persons with such convening rights, they shall elect from amongst themselves one person to convene and preside over the meeting.

In case the Chair is on leave or unable to exercise his powers for any cause, the Vice Chairman of the Committee shall act on his behalf. If the Vice Chairman is also on leave or unable to exercise his powers for any cause, the Chair shall appoint a Director to act on his behalf. In the absence of such an appointee, the Directors shall elect from amongst themselves one person to act on the behalf of the Chair.

General Procedures for recording meetings, minutes, and communicating to members of actions required

The Committee secretariat shall conduct the drafting of meeting agendas and minutes, and handle other administrative matters related to Committee Meetings, and reports to the Chairman of the Committee. The Company's Board secretariat shall be appointed by the Chairman of the Board of Directors. Board Meetings shall be convened upon written notices sent to all Directors fourteen days prior to the date of the meeting, specifying the date and place of the meeting and attaching the meeting agenda and related materials. Notices shall be written in the English language. However, Committee Meetings may be convened at any time without such prescribed notices in case of urgent circumstances. Any Director attending the meeting in person shall be deemed to have received such meeting notice.

Personnel with Security Duties

2 / 2 (100%)

Does the port management have an organizational structure of port facility security personnel?
Please attach proof if YES.

Yes

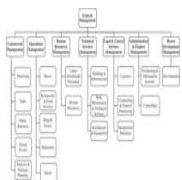


Photo 3

Describe general duties and responsibilities of security personnel and their working hours.

Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry. Obtains help by sounding alarms. Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers. Controls traffic by directing drivers. Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.

Does the port have security contractors?	Yes
Contractor	
Contractor 1	
Company Name	Anglo-American Shields
How many security personnel are under this contractor?	10
Where can the contractual agreement be found?	with the Secretariat
Response to and Reporting of Security Threats, Incidents, and Breaches of Security	
What are the plans/ procedures for responding to security threats?	Kindly refer to the attached file to this report.
What are the reporting procedures to the appropriate authorities and local government units?	Kindly refer to the attached file to this report.
Security Training Program	
Details of the training program for security personnel	Kindly refer to the attached file to this report.
Details of procedures for maintaining training records	Kindly refer to the attached file to this report.

Dangerous Goods and Hazardous Substances

Describe how the port handles these types of materials.

An essential pre-requisite for the safe transport and handling of dangerous cargoes is their proper identification, containment, packaging, packing, securing, marking, labelling, placarding and documentation. This applies whether the operation takes place in a port area or at premises away from a port area. The safe transport and handling of dangerous cargoes is based on correct and accurate application of regulations for transport and handling of such cargoes and depends on appreciation by all persons concerned of the risks involved and on the full and detailed understanding of the regulations. This can only be achieved by properly planned and carried out training and retraining of persons concerned.

The detailed procedures can be found in their manual.

Who directly manages the handling of these materials?

Cargo Terminal Manager

Where can the exact procedures for handling Dangerous Goods and Hazardous Substances be found?

There's a copy inside the Security team's office.

Exterior	19 / 19 (100%)
Exterior Physical Inspection	19 / 19 (100%)
Take a preliminary walk around. Was the area free from anything unusual?	Yes
Is the perimeter of the facility grounds defined by a fence, wall, or other physical barrier?	Yes
Is the fence in good shape (e.g. free of holes, broken posts, large ground clearance gaps)?	Yes
Are "NO TRESPASSING" or other applicable signs visible and in good repair?	Yes
Gates & Doors	4 / 4 (100%)
GATES: Starting at the most frequently used or customer entrance and working around the perimeter clockwise, are all gates in good order? Take photos of each.	
	Yes
DOORS: Starting at the most frequently used or customer entrance and working around the perimeter clockwise, are all doors in good order? Take photos of each.	
	Yes
Are cooperative vehicles parked outside?	Yes
Were all vehicles locked? Take photos of any unlocked vehicles.	Yes
Were keys or HID cards left in the vehicle which would have permitted entry to the building?	Safe
Perimeter Lighting	8 / 8 (100%)
Is the entire perimeter lighted?	Yes
Are lights on all night?	Yes
Are light fixtures suitable for outside use?	Yes
Are lights inspected regularly?	Yes
Are lights in good order?	Yes
Are lights controlled (activated & deactivated) automatically?	Yes

Are control switches or breakers inaccessible to unauthorized persons?	Yes
Is lighting adequate for CCTV surveillance?	Yes
Exterior CCTV Surveillance	4 / 4 (100%)
Is the exterior under CCTV Surveillance?	Yes
Does the Surveillance cover all entrances?	Yes
Is the equipment of sufficient quality to permit identification, i.e. resolution, refresh rate, etc.	Yes
Is equipment tested regularly? (note or take a photo of latest test documentation & date)	Yes

Interior	9 / 11 (81.82%)
Doors, Windows, and Other openings	9 / 11 (81.82%)
Are all exterior doors at least 1 3/4 inch solid core wood, metal clad, or metal?	Yes
Are all exterior doors properly equipped with locks?	Yes
Are all exterior doors equipped with intrusion alarms?	Yes
Are all hinge pins internally located, welded, or otherwise treated to prevent easy removal?	Yes
Are all unused doors permanently locked?	No
Are all windows that are not used, permanently closed or locked?	No
Is the general security of windows facing the perimeter adequate?	Yes
Are all accessible skylights, doors, and other openings adequately secured?	Yes
Do employees have lockable doors to hide behind in hostile situations?	Yes
Is the roof accessible by means of a permanently affixed ladder, fire escape, another building, a pole or tree, or other means?	Safe
Do all walls extend to the true ceiling?	Yes

Alarm Systems

13 / 13 (100%)

Does the facility have an intrusion alarm system? (If yes take a photo or note of alarm system details, control location, make, etc)

Yes

Is the alarm system used in all areas?

Yes

Does the system have AND are employees trained to use duress code functionality?

Yes

Is the alarm system tested regularly? (If yes, take a photo or note test documentation, date, etc)

Yes

Does the alarm alert a 24/7 dispatch?

Yes

Is there an emergency power source for all alarms?

Yes

Are alarm signal records maintained?

Yes

Do appropriate employees know alarm functionality?

Yes

Are safes and vaults equipped with an alarm system?

Yes

Does the facility have operable panic alarms?

Yes

Is the system tested regularly? (If yes, take a photo or note test documentation, date, etc)

Yes

Are they located optimally? Does everyone who should have one, have one?

Yes

Do employees know how to use them? (Confirm by asking 2 employees if they know how)

Yes

Interview: Port Facility Manager	12 / 14 (85.71%)
Manager	12 / 14 (85.71%)
What is your job title?	Port Facility Manager. Been in this role for 8 years now.
Security process questions	3 / 3 (100%)
Does manager know who is responsible for opening and closing the facility?	Yes
Does manager know procedure for arming and disarming alarms?	Yes
Does manager know procedure for responding to alerts?	Yes
Proactive questions	4 / 6 (66.67%)
Are visitors limited to a single entrance/exit point?	Safe
Do you know what to do if you identify a facility-related security concern like a door that won't lock? (Does employee correctly respond with: notify facilities for repair & notify supervisor for further guidance?)	Yes
Are you aware of any personnel-related security concerns?	Safe
Do you know where to direct an employee who might be suffering from emotional problems? (Correct only if employee identifies EAP)	No
Are you aware if, in the last 3 years, this facility has been left unsecured (e.g. doors found unlocked, alarm unarmed, etc.)?	Safe
Are visitors escorted 100% of the time?	At Risk
Reactive questions	5 / 5 (100%)
Does employee know 3 options for responding to a hostile situation? (Run, hide, fight)	Yes
Can employee quickly identify two nearest exits?	Yes
Can employee identify a safe hiding spot? (Preferably behind a locked door)	Yes

Does employee know how to operate panic alarm equipment (if applicable)?

Yes

Can employee quickly identify two potential improvised weapons?

Yes

Interview: Employees	20 / 22 (90.91%)
Employee	20 / 22 (90.91%)
Employee 1	10 / 11 (90.91%)
What is your job title?	Port Engineer
Proactive questions	5 / 6 (83.33%)
Are visitors limited to a single entrance/exit point?	Safe
Do you know what to do if you identify a facility-related security concern like a door that won't lock? (Does employee correctly respond with: notify facilities for repair & notify supervisor for further guidance?)	Yes
Are you aware of any personnel-related security concerns?	Safe
Do you know where to direct an employee who might be suffering from emotional problems? (Correct only if employee identifies EAP)	No
Are you aware if, in the last 3 years, this facility has been left unsecured (e.g. doors found unlocked, alarm unarmed, etc.)?	Safe
Are visitors escorted 100% of the time?	Safe
Reactive questions	5 / 5 (100%)
Does employee know 3 options for responding to a hostile situation? (Run, hide, fight)	Yes
Can employee quickly identify two nearest exits?	Yes
Can employee identify a safe hiding spot? (Preferably behind a locked door)	Yes
Does employee know how to operate panic alarm equipment (if applicable)?	Yes
Can employee quickly identify two potential improvised weapons?	Yes
Employee 2	10 / 11 (90.91%)

What is your job title?

Port Captain

Proactive questions

5 / 6 (83.33%)

Are visitors limited to a single entrance/exit point?

Safe

Do you know what to do if you identify a facility-related security concern like a door that won't lock? (Does employee correctly respond with: notify facilities for repair & notify supervisor for further guidance?)

Yes

Are you aware of any personnel-related security concerns?

Safe

Do you know where to direct an employee who might be suffering from emotional problems? (Correct only if employee identifies EAP)

No

Are you aware if, in the last 3 years, this facility has been left unsecured (e.g. doors found unlocked, alarm unarmed, etc.)?

Safe

Are visitors escorted 100% of the time?

Safe

Reactive questions

5 / 5 (100%)

Does employee know 3 options for responding to a hostile situation? (Run, hide, fight)

Yes

Can employee quickly identify two nearest exits?

Yes

Can employee identify a safe hiding spot? (Preferably behind a locked door)

Yes

Does employee know how to operate panic alarm equipment (if applicable)?

Yes

Can employee quickly identify two potential improvised weapons?

Yes

Response Agencies and Control Authorities

Agency/Authority

Agency/Authority 1

Name **Port of London**

Address **Port of London Authority,
London River House, Royal Pier
Road, Gravesend, Kent, DA12
2BG**

Contact Details **+44 (0)1474 562200**

Agency/Authority 2

Name **Maritime & Coastguard Agency**

Address **Leamouth Wharf, Belvidere Rd,
Southampton SO14 5RF, UK
(50.905731, -1.3889762)**

Contact Details **+44 20 3817 2000**

Observation Summary and Recommendation

Please summarize your noted observations and recommendations for the development of the Facility Security Plan. You can also assign actions to responsible individuals and set deadlines for task completion.

Observations

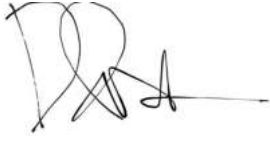
- 1. There is a lack of guidance and established procedures re: visitors that are emotionally distressed.**
 - 2. Some surveillance areas are poorly-lit.**
 - 3. Some of the newest security personnel are not fully aware of the port's facility security plan.**
-

Recommendations

- 1. Revisit their manual and develop an EAP.**
 - 2. Some surveillance areas need improvement when it comes to lighting.**
 - 3. Reconvene with the security personnel of the agency and train them on the port facility security plan.**
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Assessment Sign-Off

Facility Security Officer

A handwritten signature in black ink, appearing to be 'Peter Atherton', written over a light blue horizontal line.

Peter Atherton
10 Dec 2020 00:07 PST

Facility Security Manager

Douglas Pell
10 Dec 2020 00:06 PST

Media summary

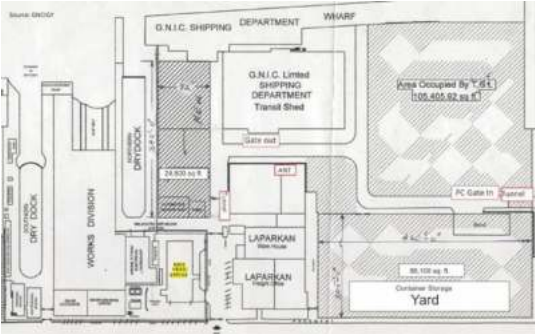


Photo 1

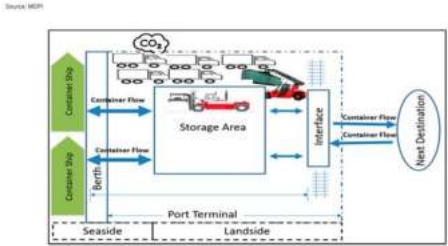


Photo 2

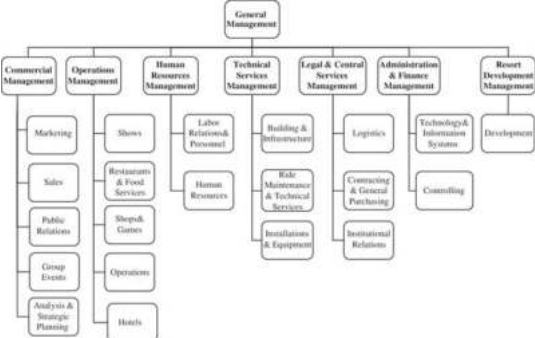


Photo 3