

“PORT
SECURITY
AWARENESS”



HANDBOOK



Table of contents

Part 1 – Introduction	1
- The objective of this handbook	1
- How to use this handbook?	1
Part 2 – Threats to the maritime security	2
- Common threats within the maritime industry	2
- Why are ships and port facilities sensitive to criminal activities	4
- Techniques to circumvent security measures	5
- How can You, as a port employee, help to prevent illegal situations!	5
Part 3 – Dangerous goods, and products which may be used for illegal activities i.e. terrorism	6
- Recognise dangerous goods	6
- Recognise dangerous (illegal) items	8
• Bombs and explosives	8
• Weapons	9
- Which action can You, as a port employee, undertake!	9
Part 4 – The Port Facility Security Plan	10
- The definition of the threat levels and consequent the requirements.	10
- The objectives of the Port Facility Security Plan	11
- Means of communication	11
- What is your task, as a port employee	11
Part 5 – Fitting security measures	12
- Recognise suspect behaviour	12
- Recognise suspect containers	13
- Report suspect behaviour and/or suspect activities	14
- Fitting measures	15
Access control	15
Security rounds	15
Illumination	15
- Evacuation, crowd control	15
- What is Your input, as a port employee	15
“Security Awareness Quiz”	16



PART 1/INTRODUCTION

What will You read in this part:

- The objective of this handbook
- How to use this handbook?

The objective of this handbook

This handbook has been created for all people legally active within the port and/or on a port facility.

This handbook aims to clarify the necessity of a proper port security as described within the regulation 725/2004 and the directive 2005/65 and to provide information to the reader about:

- Maritime security threats
- Recognise dangerous goods and dangerous products which may be used for terrorist activities
- Facts about the port facility security plan
- Fitting security measures
- Recognise persons and techniques who and which are aimed at circumventing security measures and might pose a threat.

1

How to use this handbook

Read it attentively at least once and subsequently answer the questions from the quiz.

You may confirm having read and understood the handbook by entering name and date on the bottom of the quiz and sent the completed form to the Port Facility Officer.

When in doubt about certain aspects of this handbook, the Port Facility Officer can provide the necessary answers.

Coordinates PFSO

Name:

Tel:

Mob:

E-mail:



PART 2/THREATS TO THE MARITIME SECURITY

What will You read in this part:

- Common threats within the maritime industry
- Why are ships and port facilities sensitive to criminal activities
- Techniques to circumvent security measures
- How can You, as a port employee, help to prevent illegal situations!

Common threats within the maritime industry

Theft of cargo, pilferage and petty theft:

The yearly loss of revenue due to theft can amount up to several millions of Euro's.

2 People, gaining illegal access to the port facility may well steal personal effects from the people active on the facility (dock labour, stevedores...). Money, mobile phones and other electronic devices, identity cards...etc., but also port facility equipment and documents.

Cargo theft or pilferage has a negative influence on the reputation of Your port, which may have an impact on choices made for a specific port.

Petty theft or pilferage may also come from people actually having a legal job in the port.

Stowaways:

Stowaways try to get on board of a ship in order to reach the country "of their dreams".

When a stowaway is found on board of a vessel, the shipping company operating that vessel will be held responsible.

It is essential that the port facility pays due vigilance during cargo operations with ships which are sensitive to such illegal actions.

Smuggling:

Your facility may eventually be used to ship/discharge illicit drugs, stolen goods, weapons...etc. It is a known fact that terrorist organisations use the vastness of the maritime industry to transport their goods.



For whatever final aim, smuggling is a dubious activity with a negative impact on the reputation of the port.

Sabotage:

Action carried out by one person or a group of persons with the purpose of damaging the port and/or a port facility.

Internally:

- sabotage by a disgruntled member of personnel
- Personnel from sub-contractors who gain access to systems and/or procedures which may be used for later illegal activity on the site.

Externally:

- Terrorists may use a port facility as a base to carry out a raid on a ship or on another (more sensitive) port facility.

Terrorism:

3

There are over a hundred definitions of “Terrorism”, but this one is rather good:

“The use or intended use of violence against persons or material for ideological or political reasons, with the aim to reach its goal through terror, intimidation or threats.”

Terrorism is a potential threat to the maritime industry, because ships and/or port facilities may be used to:

- > Hide explosives in the cargo
- > Smuggle terrorists and/or weapons to the intended target
- > Cause economic and/or environmental damage to the port
- > Take hostages
- > Serve as a diversion for a target at another location
- > Steal dangerous goods for the production of explosives

All mentioned threats will additionally cause aggression, vandalism and intimidation.



There are at least four ways how a port facility may be affected by acts of terrorism:

1. The facility is the target of a terrorist or a terrorist organisation
2. The facility (dangerous goods, products) may be used as a tool for an attempt at another location.
3. The facility loses revenue through terrorist activity in the vicinity
4. The facility may be infiltrated by radicalised personnel.

Why are ships and port facilities sensitive to criminal activities?

The global playing field and the immense quantity of goods handled are an attraction pole for criminal activity and possible terrorism alike.

- > Port facilities, even properly secured as defined by the regulation, are big surfaces in which a high quantity of goods and people move around.
- > Port facilities and ships may be seen as “symbols” of a “higher” class or as instruments of “super powers” and as such, form a possible target.
- > Not every single piece of cargo is checked, nor at departure nor at arrival.
- > A port is a concentration of many people, but mainly a great amount of good (of which a respectable part is dangerous).

4





Techniques to circumvent security measures

Criminals and terrorists will try to circumvent the security measures by:

- > Hang around in the vicinity of the facility in order to observe personnel movements and procedures.
- > Gaining information about the facility. This can be done by taking pictures, drawing out plans and/or asking questions to personnel.
- > Claiming to be personnel or a sub-contractor in order to gain access to the facility
- > Sabotaging access points (gates, doors, fencing) at remote spots.
- > Telephone and/or mail personnel in order to gain information about security procedures on the facility.
- > Posing suspect packages in order to check the response of the personnel.
- > Trying to drive along with trucks delivering cargo or sub-contractors....
- > ...

How can You, as a port employee, help to prevent illegal situations!

5

Actively participate within an operational port security, including regular drills. A proper “security awareness” is essential to protect the facility and the personnel against criminal and/or terrorist activities

WHAT CAN YOU DO:

! Report security equipment failures (lightning, gates, fences, cctv...) The PFSO is responsible for properly maintaining and repairing this equipment.

! Recognise suspect and threatening situations and report to the PFSO

! Avoid illegal access to the facility by consequently keeping doors and gates which should be locked, that way.

! Do not hesitate to ask the PFSO for further guidance.



PART 3/DANGEROUS GOODS, AND PRODUCTS WHICH MAY BE USED FOR ILLEGAL ACTIVITIES I.E. TERRORISM

What will You read in this part:

- Recognise dangerous goods
- Recognise dangerous (illegal) items
- Bombs and explosives
- Weapons
- Which action can You, being active in the port, undertake!

Recognise dangerous goods

Certain dangerous goods, whether in bulk or packed (crates, barrels, pallets, containers) require extra vigilance for those handling these goods.

These dangerous goods may, in the wrong hands, be used as a weapon, either for making explosives, either to cause harm to people or to instigate environmental damage (which is also economic damage).

- 6 The maritime industry handles a huge amount of dangerous goods (HAZMAT= Hazardous Materials). These goods must be labelled. For some more sensitive materials, a specific training is required. When in doubt ask your superior to properly inform you whether there are any specific requirements.

Have due attention for strangers in the vicinity of these goods, and always wear the required protective clothing and equipment. Always warn the PFSO when suspect people and/or situations are observed in the vicinity of dangerous goods. (see also part 5)

“**Rule of thumb; If You cannot identify the item, report it.**



Class 1
Explosives



Class 2.1
Flammable
Gas



Class 2.2
Nonflamma-
ble Gas



Class 2.3
Poisonous
Gas



Class 3
Flammable
Liquids



Class 4.1
Flammable
Solids



Class 4.2
Spontaneously
Combustible
Solids



Class 4.3
Dangerous
when Wet



Class 5.1
Oxidizing
Agent



Class 5.2
Organic Peroxide
Oxidizing Agent



Class 6.1
Poison



Class 6.2
Biohazard



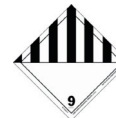
Class 7
Radioactive



7
Fissile



Class 8
Corrosive



Class 9
Miscellaneous



P
Marine Pollutant

1. Explosives: may be fixed, liquid or gas. These products may explode through shock or friction, thus not only by ignition through fire or spark. Fireworks are an example that is commonly transported by container.
2. Flammable gasses, such as LPG.
3. Flammable liquids, such as Petrol.
4. Fixed flammable products, some of which may ignite spontaneously or even through contact with water.
5. Oxidising goods, may combined with a flammable product, form an explosive mixture (Ammonium Nitrate is an oxidising product)
6. Poisonous goods, may cause bodily harm through oral intake, inhalation or skin contact.
7. Radioactive goods
8. Corrosive goods can affect other products and cause severe burns to humans. Inhalation of the fumes is also very dangerous.
9. Diverse goods, not classed in one of the above, but which constitute a risk.



Recognise dangerous (illegal) items:

*Bombs, explosives IED
(Improvise explosive device)*

Any item, package, luggage, which stands out or is located where it does not belong, should be considered as suspect.

These objects will be placed near :

- Public places, because they are easily accessible and disposing of the package has less chance of being noticed
- Places where a maximum of damage can be caused, near mess rooms, in the vicinity of dangerous goods

At the least doubt, contact the PFSO for further instructions.

8

What You shouldn't do:

- > Stay near the object
- > Use your cell phone, Walkie-Talkie or other transmitting device in the vicinity of the object.
- > Touch or remove the object to another location

The PFSO will alert the authorities, who will take further action as appropriate. Make sure that You are familiar with the facility's evacuation procedures.



Weapons

Within the EU, laws and regulations concerning the carriage of weapons is very strict.

For most weapons, a license is needed to own the weapon. Some (automatic) weapons are definitely forbidden.

In most EU countries only the police, the military and some private security (money transport) are allowed to carry a weapon.

Ask your PFSO which laws are applicable.

People, not belonging to one of the above, may be assumed to pose a threat.

Weapons include:

- Fire arms, automatic weapons, handguns...
- Knives, daggers, throwing stars.....
- Explosives (grenades..)

WHICH ACTION CAN YOU, AS A PORT EMPLOYEE, UNDERTAKE!

! Know which kind of cargo is a normal commodity in Your facility



! Immediately report suspect items



! Report people carrying forbidden weapons (almost everybody except the police)



PART 4/THE PORT FACILITY SECURITY PLAN

What will You read in this part:

- The definition of the threat levels and consequent the requirements.
- The objectives of the Port Facility Security Plan
- Means of communication
- What is your task, as a port employee, in the port.

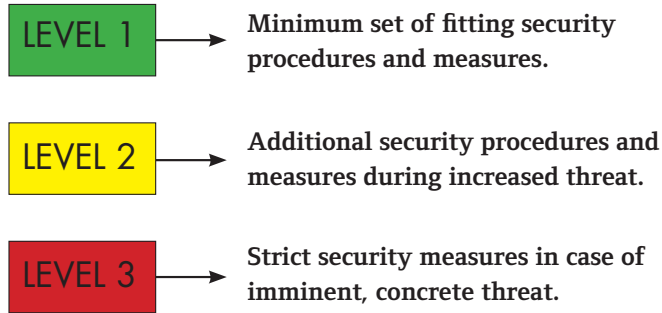
The definition of the threat levels and consequent requirements:

- **Security level 1:** means the level for which minimum appropriate protective security measures shall be maintained at all times.
- **Security level 2:** means the level for which appropriate additional protective security measures shall be maintained for a period of time as a result of heightened risk of a security incident.
- **Security level 3:** means the level for which further specific protective security measures shall be maintained for a limited period of time when a security incident is probable or imminent, although it may not be possible to identify the specific target.

Level 1 is not intended to actually stop a terrorist, but it will turn the target (Your port facility) into a harder target. A potential terrorist will have to prepare a lot more and eventually spend more in the process. This increases the exposure and the possibility of being noticed by the intelligence community.

Level 1 is the everyday level. The decision to increase the level is taken by the National Authority responsible for port facility security and port security. On threat levels 2 and 3, the security efforts are gradually increased and an active participation from the authorities is included.

The three threat levels are the common denominator throughout the port facility security plan.



The objectives of the port facility security plan

- > Ensure fitting access control procedures
- > Improve and follow-up security on the site
- > Protect employees and visitors
- > Protect the ships moored alongside
- > Protect the port facility and the equipment
- > Protect the cargo

It is important to be aware of the security level at which Your port facility is operating!

Means of communication

The port facility has the necessary means to alarm and communicate during an increased threat level.

Communication systems:

- > Telephone
- > Cell phone
- > E-mail
- > Signals
- > Walkie-talkie
- > Loudhailer (for smaller facilities)

WHAT IS YOUR TASK, AS A PORT EMPLOYEE

While carrying out Your normal tasks, You should be attentive for unusual (suspect) items and/or persons at your professional location.

Ensure that the material with which You are working is in a good condition, and that the necessary checks are being carried out.

! Know the security level of the facility

! Know your tasks at each security level

! If You are unsure about Your tasks or You have a question, contact the PFSO.



PART 5/FITTING SECURITY MEASURES

What will You read in this part:

- Recognise suspect behaviour
- Recognise suspect containers
- Report suspect behaviour and/or suspect activities
- Fitting measures
- Access control
- Security rounds
- Illumination
- Evacuation, crowd control
- What is Your input, being active in the port

Recognise suspect behaviour

Following elements may be considered suspect behaviour

12

- > Wide clothing not appropriate to the season/weather conditions
- > purposefully adapting the clothes when being observed
- > Suspect forms within the clothing (hidden weapon)
- > taking pictures of the facility, drawing plans, observing
- > Aiming to avoid the security system
- > Aiming to get access to the facility
- > Questioning people about the security measures
- > Any activity which does not fit in the normal professional pattern of the area





Recognise suspect containers

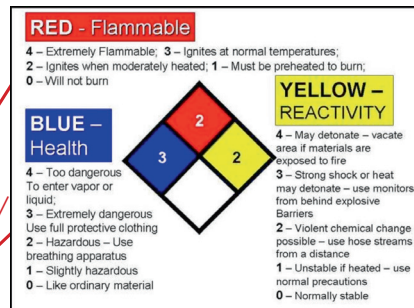
There are already international initiatives in place to track suspect containers, but this does not mean that alertness is superfluous.

You can help by reporting suspect containers by watching for

- > Unusual smell and/or sounds
- > Traces of food and/or domestic rubbish in the vicinity of the container
- > Holes in the container or adhesive tape on the container (hiding holes)
- > Container numbers that does not match the manifest
- > Wrong HAZMAT label for the declared cargo
- > Seal missing or damaged

13

HAZMAT LABEL





Report suspect behaviour and/or suspect activities

Within port areas, the PFSO's should report security incidents to the authorities.

Suspect persons or cars noticed today, may already have been noticed before and give rise to establishing a pattern.

Proper and timely information by the port facilities is helping authorities to identify and prosecute illegal activities.

Whenever You are underway to or from the port facility, it may happen that you observe something suspect (even an abandoned car), report this to the authorities.

When in doubt while observing people behaving suspiciously, always think about Your own safety first. When the person does not belong on the facility, alert the security guards and/or the PFSO.

When the situation is safe You may inquire about the person's business. At the least sign of unruliness refrain from insisting and take a distance.

When You have a colleague nearby, it is good practise to ask him/her to observe from some distance.

14

TIP

In case it is safe to inquire about the person's business, remain calm and ask open ended questions.

Example:

- **Good Question: Where do you come from?**
- **Bad Question: Are you coming from (name of ship)?**

In the bad question, the answer may simply be "yes", leaving no room for further questions without raising suspicion.



WHAT IS YOUR INPUT AS A PORT EMPLOYEE

! While carrying out Your normal tasks, You should be attentive for unusual (suspect) items and/or persons at your professional location.

! Ensure that the material with which You are working is in a good condition, and that the necessary checks are being carried out.

Fitting measures

Access control

- > Supervision of doors and gates
- > Identity checks
- > Check of luggage, toolboxes, ...
- > Report lost access identification cards

Security rounds

- > Supervision on the key, warehousing and at ship's berth
- > Check remote places on the facility which may be hiding places
- > Be clearly present and alert

Lighting

- > A proper lighting on the whole facility is a very good deterrent for illegal activity.

Evacuation, crowd control

The port facility has evacuation procedures

- > Know the emergency exits and an alternative route
- > In case of alarm, proceed promptly to your allocated assembling point
- > Remain calm, react promptly and helps your colleagues when required
- > Do not return unless clearly allowed by the authorities and the facility's management.



“Security Awareness” Quiz

Right or wrong:

- 16
1. Stowaways, sabotage and terrorism are common threats in the maritime industry. Y/N
 2. Port facilities are possible terrorist targets. Y/N
 3. Some cargo may be harmful to people and/or the environment Y/N
 4. Terrorism is a criminal offense with a political purpose. Y/N
 5. All port facilities are well protected against acts of terrorism. Y/N
 6. Criminals may gather information by asking questions and taking pictures. Y/N
 7. Explosives and petroleum products are dangerous. Y/N
 8. It is advisable that you remove any suspect package to a safe location. Y/N
 9. The security levels are the common denominator for the Port Facility Security Plan. Y/N
 10. The PFSP of your facility describes the security tasks and the responsibilities. Y/N
 11. You need to be aware of the current security level. Y/N
 12. In case of a bomb threat, search operations are only carried out by the employees. Y/N
 13. Suspect situations may be, unadapted clothing, uncommon activities in the dock. Y/N
 14. Container are always safe, as they are all inspected. Y/N
 15. Your discreet presence is an added value for security. Y/N
 16. You smell an unusual aroma, almost like almonds, do you call the PFSO? Y/N
 17. Darkness scares thieves. Y/N



Describe:

18. Security Level 1:

19. Security Level 2:

20. Security Level 3:

CONFIRMATION "SECURITY AWARENESS"

I have read and understood the "security awareness handbook".
I have answered the 20 questions correctly.

Facility:

Signature employee: date:

PFSO: date:



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