

Security Drill or Exercise Report

for

Facility/Vessel Name

Date of drill/exercise

Reviewed and approved by Vessel/Company/Facility Security Officer

Date

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Part 1. General Information

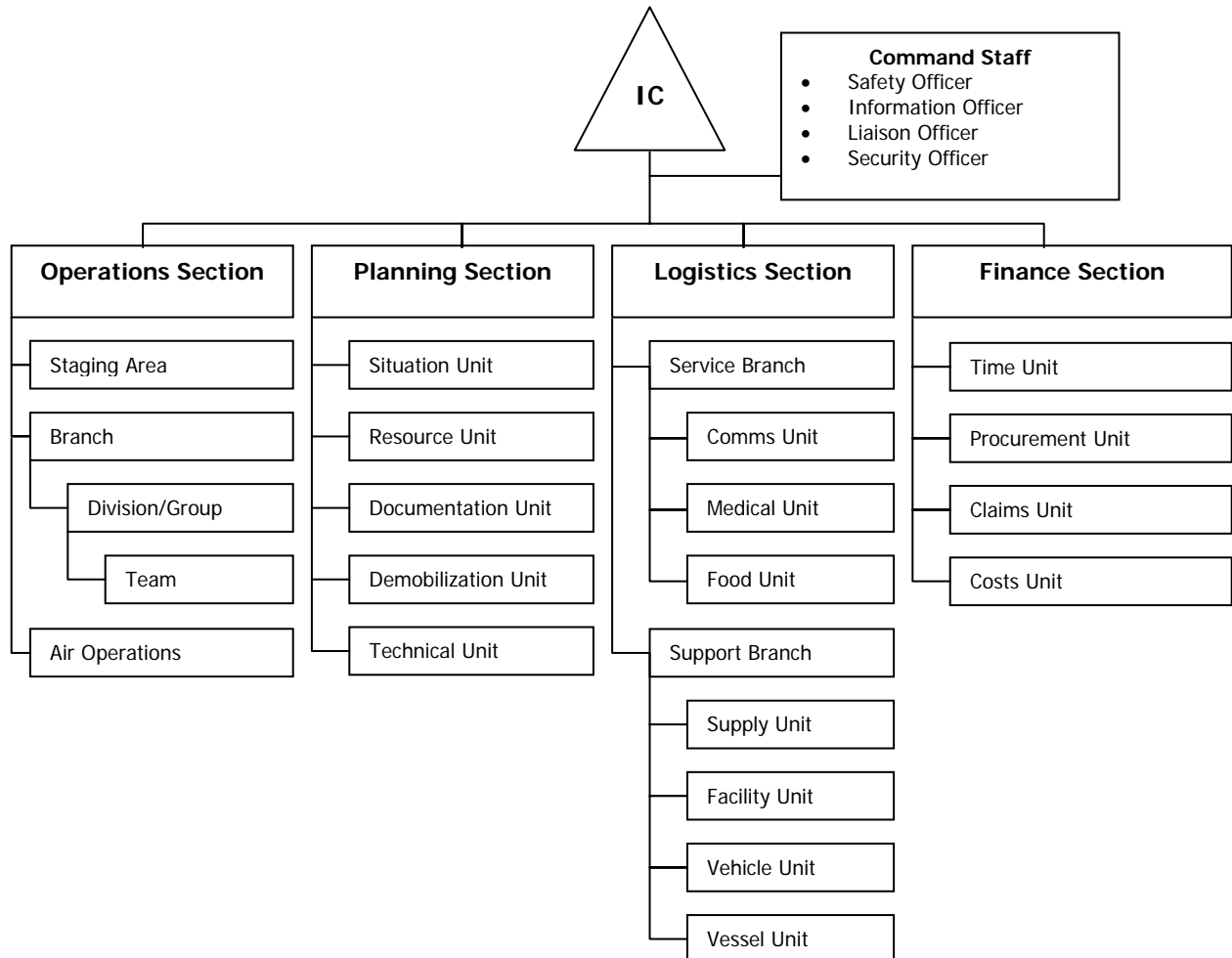
Facility/Vessel Name	
Address of principle drill site	
Exercise point of contact (CSO/VSO/FSO)	
Contact phone number	
Event orientation (Check all that apply)	<input type="checkbox"/> Drill <input type="checkbox"/> Exercise <input type="checkbox"/> Actual event <input type="checkbox"/> Tabletop <input type="checkbox"/> Full scale
Duration of drill/exercise (Date/time)	Begin: _____ End: _____

Part 2. Objectives

Overview of drill/exercise scenario:			
The objective(s) of this drill/exercise is(are) to evaluate the following portion(s) of the security plan at the specified MARSEC Level: <i>(Sub objectives are listed in Part 4)</i>	MARSEC 1	MARSEC 2	MARSEC 3
<input type="checkbox"/> 1. Response to change in MARSEC Levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 2. Interfacing with facilities and vessels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 3. Declaration of Security (DoS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 4. Communications (internal/ external)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 5. Security Systems (equipment/ maintenance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 6. Access control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 7. Restricted area security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 8. Cargo handling security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 9. Vessel bunkers/stores security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 10. Security Monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 11. Security Incident procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Part 3a. Incident Command Structure



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Part 3b. List of Participants

Name	Company or Agency	Position/Role
1.		
2.		
3.		
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Part 4. Drill or Exercise Evaluation Worksheet

Note to Planners: Use this portion of the report to identify sub objectives you wish to evaluate. You may use the listed sub objectives or create your own.

Note to Evaluator: Use this portion of the report to ensure the sub objectives identified by the drill or exercise planner have been met and your comments are recorded.

General

	Satisfactory?	Comments
1. Were all personnel knowledgeable of their duties and responsibilities for this type of event?	<input type="checkbox"/> Y <input type="checkbox"/> N	
2. Were all personnel capable of performing the duties expected of them?	<input type="checkbox"/> Y <input type="checkbox"/> N	
3. Were proper procedures followed?	<input type="checkbox"/> Y <input type="checkbox"/> N	
4. Were security plans and other written instructions accurate and non contradictory?	<input type="checkbox"/> Y <input type="checkbox"/> N	
5. Were response activities appropriately documented during the incident?	<input type="checkbox"/> Y <input type="checkbox"/> N	
6.		
7.		

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Objective 1. Response to change in MARSEC levels

Sub Objectives	Satisfactory?	Comments	Real or Sim
1. (Fac) Notify all vessels at facility and those arriving within 96 hrs of increase in MARSEC level.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
2. Comply with higher MARSEC level within 12 hours.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
3. Notify COTP of compliance with higher MARSEC level within 12 hours of notification.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
4. <i>For MARSEC 2:</i> VSO/FSO brief all personnel of identified threats, emphasize, reporting procedures, and stress the need for increased vigilance.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
5. <i>For MARSEC 3:</i> Implement any additional measures required by COTP.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
6. Implement VSP/FSP requirements for higher MARSEC level.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
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8.			

Objective 2. Interfacing with Facilities and Vessels

Sub Objectives	Satisfactory?	Comments	Real or Sim
1. Test measures required to communicate changes in operation and restrictions at all MARSEC levels.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
2. (Vsl) Test procedures with those foreign ports or facilities that U.S. flag vessels are calling on.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
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4.			

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Objective 3. Declaration of Security (DoS)

Sub Objectives	Satisfactory?	Comments	Real or Sim
1. Implement DoS procedures with vessels at increased MARSEC levels.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
2. Insure DoS is maintained according to approved VSP/FSP.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
3. Execute a new DoS with those vessels and facilities implementing a continuous DoS due to increase in MARSEC level.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
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5.			

Objective 4. Communications

Sub Objectives	Satisfactory?	Comments	Real or Sim
1. Notify personnel of change in MARSEC level.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
2. Establish communications with local emergency response agencies (i.e. police, fire, USCG).	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
3. (Fac) Verify backup communications systems are functional.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
4. (Vsl) Notify shore side authorities or other vessels of a security threat or incident on board.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
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Objective 5. Security Systems (Equipment/ Maintenance)

Sub Objectives	Satisfactory?	Comments	Real or Sim
1. Test proper operation of security systems and equipment to ensure they are in good working order.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
2. Validate procedures for identifying and responding to security system and equipment failures or malfunctions.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
3.			
4.			

Objective 6. Access Controls

Sub Objectives	Satisfactory?	Comments	Real or Sim
1. Validate access control measures required at MARSEC level 1.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
2. Validate access control measures required at MARSEC level 2.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
3. Validate access control measures required at MARSEC level 3.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
4. Timely implementation of measures per security plan.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
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Objective 7. Restricted Area Security

Sub Objectives	Satisfactory?	Comments	Real or Sim
1. Validate restricted area security procedures required at MARSEC level 1.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
2. Validate restricted area security procedures required at MARSEC level 2.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
3. Validate restricted area security procedures required at MARSEC level 3.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
4. Timely implementation of procedures per security plan.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
5.			
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Objective 8. Cargo Handling Security

Sub Objectives	Satisfactory?	Comments	Real or Sim
1. Validate cargo handling security procedures required at MARSEC level 1.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
2. Validate cargo handling security procedures required at MARSEC level 2.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
3. Validate cargo handling security procedures required at MARSEC level 3.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
4. Timely implementation of procedures per security plan.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
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Objective 9. Vessel Bunker/Stores Security

Sub Objectives	Satisfactory?	Comments	Real or Sim
1. Validate vessel bunker/stores security procedures at MARSEC level 1.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
2. Validate vessel bunker/stores security procedures at MARSEC level 2.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
3. Validate vessel bunker/stores security procedures at MARSEC level 3.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
4. Timely implementation of procedures per security plan.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
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Objective 10. Security Monitoring

Sub Objectives	Satisfactory?	Comments	Real or Sim
1. Validate security monitoring procedures at MARSEC level 1.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
2. Validate security monitoring procedures at MARSEC level 2.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
3. Validate security monitoring procedures at MARSEC level 3.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
4. Timely implementation of procedures per security plan.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
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Objective 11. Security Incident Procedures

Sub Objectives	Satisfactory?	Observations	Real or Sim
1. Respond to security threats or breaches of security and maintain critical vessel or facility and vessel to facility interface operations.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
2. Evacuate the vessel/facility in case of security threats or breaches of security.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
3. Report security incidents.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
4. Brief all personnel on possible threats and the need for vigilance.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
5. Secure non-critical operations in order to focus on critical operations.	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> R <input type="checkbox"/> S
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