

BERT'S OIL Service INC.

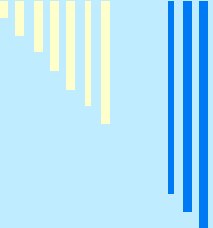


Hazmat In-Depth Security Training.

Prepared for Bert's Oil Service Inc.



Somersworth, NH. (1-888-737-4872)



Bert's Oil Inc.

Security Objectives

1. Compliance employee training.
 2. Assessment of hazards & risks.
 3. Implementation of security plan.
 4. Preparedness to increase security.
 5. Cooperation & communication with local, state & federal officials.
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Overview – Security Plan Requirements

1. Research & Special Programs Administration (RSPA), HM-232.
 2. Must be in place by September 25, 2003.
 3. To address security risks.
 4. Establish a performance standard.
 5. To reduce and mitigate risk.
 6. Focus on potential threats, personnel, unauthorized access, & en route security.
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Purpose for the Security Plan

1. To develop and implement security procedures that will reduce the security risk.
 2. To assist drivers in being security conscious in bulk plants, while in-route and while off loading product.
 3. To comply with DOT security regulations HM-232.
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Security Plan Training Requirements

All Bert's employees that transport or handle petroleum products:

1. Must be trained in security awareness.
2. Must receive In-Depth security training.
3. Must receive this training annually.
4. New employees are trained in 90 days.

To comply with DOT security regulations HM-232.



Organizational Security Structure

1. Security Coordinator is Safety Director.
 2. Assures Security Awareness Training.
 3. Assure Security Plans Reviewed with Employees (In-Depth Security Training).
 4. Any questions, concerns, and suggestions may be directed to coordinator.
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CONTACTS

Your Safety Director is:

William Reed Sr.

In his absence:

William Reed II

Company Awareness Training officer:

William Reed II



Security Plan Components

1. Vulnerability Assessment
 2. Personnel Security
 3. Unauthorized Access
 4. En Route Security
 5. Security Awareness Training
 6. In-depth Security Training
 7. Enforcement
-



IF LOADING YOU MUST

- 1. SHUT OFF ENGINE (UNLESS NEEDED TO PUMP).**
 - 2. SHUT OFF ALL ELECTRICAL EQUIPMENT.**
 - 3. SET BRAKE.**
 - 4. CHAULK TIRE.**
 - 5. ATTACH GROUND CABLE.**
 - 6. CONFIRM CAPACITY OF TANK.**
 - 7. CONFIRM VALVE ALIGNMENT.**
 - 8. NOT TIE DOWN LOADING VALVE.**
-



IF LOADING YOU MUST (CONT.)

- 9. FILL SLOWLY AT START UNTIL SPOUT IS SUBMERGED.**
- 10. BE ALERT FOR ABNORMAL CONDITIONS.**
- 11. REMOVE SPOUT BEFORE MOVING TRUCK.**
- 12. REMOVE GROUNDING CABLE.**
- 13. SECURE HATCHES AND VALVES.**
- 14. CHECK TRUCK FOR LEAKS.**

YOU ARE RESPONSIBLE FOR SAFE LOADING

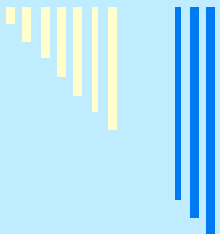


Vulnerability

Hazardous materials in transportation are vulnerable to sabotage.

In the wrong hands they pose a security threat.

Drivers must be alert to their surrounding, and changes at or in route to delivery points, that could pose a threat.



Suspicious activity or breach in security.

All employees are responsible to report suspicious activity or a breach in security to the Dispatcher and the Safety Director immediately.



SUSPICIOUS Activities (CONT.)

Terrorists will go to many lengths to accomplish their goals. They will often:

1. Take pictures of the facility, equipment and vehicles.
 2. Observe your daily activities and make notes of all routine operations.
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SUSPICIOUS Activities (Cont.)

3. They will often approach you and try to get information about your operation, deliveries, and specific equipment that you have.
 4. They may elect to enter your facility to remove vital paper work, such as maps, security plans, trip tickets, delivery tickets, uniforms etc.
 5. They might steal equipment or product to use in making a bomb.
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Security

At no time should anyone that is not an employee of the company be allowed access to the tank storage areas or areas where the vehicles are parked.

Any visitor, inspector or other persons that might have need to access the property shall do so after signing in at the office and rendering proper identification.



Security (CONT.)

All Visitors will be issued a Visitors pass after signing in at the office. Visitors are required to wear their visitors badge while in vehicle storage area.



Security (CONT.)

All employees will be issued a photo Identification Badge and are required to wear it at all times.

Bert's Oil Service Inc.
Rt. 1 Leeman Highway
Bath, Maine 04530

Picture
Here

Name _____

Address _____

City _____ State _____



Security (CONT.)

Strangers should never be allowed to access your vehicle.

The only people that are allowed access to your vehicle are those that are authorized by the company or by law.

Any Local, State or Federal Inspector that is authorized by law will be allowed access after rendering proper identification.



Security (CONT.)

Drivers must always follow their designated route.

Any deviation from the delivery route must be reported to and approved by dispatch.



Security (CONT.)

Any time a HAZMAT driver leaves the cargo tank motor vehicle (e.g. break time, down time, or end of shift, etc.) the keys must be removed from the ignition, windows fully rolled up and the doors locked.



Security (CONT.)

All drivers must notify dispatch immediately if you are delayed along your route due to:

1. Heavy traffic.
 2. Long lines at the terminal.
 3. You have stopped to render authorized assistance.
 4. Mechanical problems, break down etc.
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Security (CONT.)

Whenever a HAZMAT driver parks a cargo tank motor vehicle for any reason other than during loading and unloading operations, the parking area selected must be well lit, safe and have reasonable visibility and security,



Security (CONT.)

HAZMAT drivers may not deviate from a planned route or delivery schedule unless the dispatcher is notified before the change is made,



Security (CONT.)

HAZMAT drivers are forbidden to pick up hitchhikers, allow any unauthorized person in the truck cab, stop for motorists in distress or pull over at the request of any person unless instructed to do so by a law enforcement official,



Security (CONT.)

During a **CONDITION RED**:

HAZMAT drivers are required to conduct a “walk around” inspection of the cargo tank motor vehicle after each delivery or stop to check for unauthorized alteration, tampering or other suspicious activity,



Security (CONT.)

HAZMAT drivers should be alert to any suspicious activities that may endanger the petroleum shipment, such as:

Talkative strangers inquiring about the shipment,

Roadside distractions such as disabled vehicles,

Occupants of vehicles pulling along side the cargo tank motor vehicle attempting to catch your attention or distract you.

Be especially wary of vehicles with three or more male occupants,



Security (CONT.)

HAZMAT drivers should not talk to unauthorized persons about the delivery route, delivery schedule or ultimate destination of any petroleum shipment,



Security (CONT.)

All cargo tank motor vehicles and related equipment, bulk plant security devices and company offices where petroleum shipment information is located must be locked and keys stored in a secure area when unattended or not in use,



VULNERABILITY ASSESSMENT

1. 49 CFR 172.802.

BERT'S OIL Security Plan.

2. Risk Assessment.

3. Risk Reduction.



Seven Steps to Managing Risk

1. Identify areas of concern.
 2. Assemble Information.
 3. Identify Risk Control Points.
 4. Select & prioritize options.
 5. Take action.
 6. Verify implementation.
 7. Evaluate effectiveness.
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RISK REDUCTION

To minimize the risk of sabotage, employees are not to discuss our security plan, daily operations or our delivery routes with any person that is not directly connected to the company.

If you are questioned by anyone with respect to this plan, that is not directly connected to the company, you should report this to the Safety Director.



Risk Reduction (CONT.)

While en-route to delivering product if you should come upon a motorist in need of assistance, do not stop. Contact dispatch and report the incident so that the proper authorities can render assistance.



Risk Reduction (CONT.)

The only time a driver should render assistance is when it is obvious that there is a life or death situation.

Prior to rendering assistance the driver shall first contact the dispatcher and inform them of the situation and your exact location.



RISK REDUCTION (CONT.)

Each driver is required to perform a pre-trip inspection of the vehicle. This inspection includes but is not limited to:

1. A complete exterior examination of the vehicle. To include the under carriage.
 2. A complete interior inspection, including under seats and all compartments.
 3. Complete Vehicle Condition Report and turn in to dispatch.
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RISK REDUCTION (CONT.)

While conducting the pre-trip inspection if you find something attached to the vehicle, something inside of the vehicle or that the vehicle has been tampered with.

DO NOT touch anything, do not attempt to start the vehicle. Report it immediately to your Safety director.



RISK REDUCTION (CONT.)

After reporting your finding to the safety director.

1. **SECURE** the area.
2. **DO NOT** let anyone go near the vehicle. The security officer will notify the proper authorities.
3. **DO NOT** use two way radios or cell phones in the general area of the vehicle.



Risk Reduction (CONT.)

When returning your vehicle at the end of your shift, it is the responsibility of the driver to ensure that the vehicle is parked in its proper location.

The vehicle must be fully secured by rolling up windows, locking all doors and securing the keys in their proper location prior to leaving for the day. Log out fuel level and bulk product on board.



Risk Reduction (CONT.)

HAZMAT drivers and HAZMAT employees will receive periodic information on security precautions for petroleum shipments,



Risk Levels

There are three levels of risk:

YELLOW

ORANGE

RED



YELLOW

When delivering product class I or II you must have:

1. Your trip ticket.
2. Wear your employee photo ID badge.
3. Lock vehicle at all times.



YELLOW (cont)

School bus drivers must do the following:

1. Pre check of bus.
2. Wear employee photo id badge.
3. Keep vehicle secured at all times when it is not occupied.



YELLOW (cont)

The following procedures are in effect while at bulk storage plants:

1. Use key card access if available.
2. Wear your employee photo ID badge.
3. Be vigilant of any unusual activity.



YELLOW (cont)

All outside visitors and vendors to company facilities where petroleum bulk plants or cargo tank vehicles are present must first obtain a visitor's pass before gaining entry.



ORANGE

High Risk delivery locations are identified through Assessment of Hazards & Risk and include:

- 1. Bath Iron Works.**
- 2. NAS Brunswick.**
- 3. Power Plants.**
- 4. Water treatment Plants & Reservoirs.**
- 5. Critical Infrastructure (bridges, law enforcement and government buildings).**



ORANGE (cont.)

While delivering product the following must be adhered to:

ALL **CONDITION YELLOW** procedures
AND:

1. Provide advance notification of delivery to High Risk locations.
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ORANGE (cont.)

While receiving Class I product the following must be adhered to:

ALL **CONDITION YELLOW** procedures
AND:

1. Verify drivers ID.
2. Check trip ticket.
3. Notify Police if delivery is during other than normal operating hours.



RED

While delivering product the following must be adhered to:

ALL **CONDITION ORANGE** procedures.

AND:

1. Provide advance notification of delivery to High Risk locations.
2. During daylight (except for emergency).



RED (cont.)

While receiving Class I product the following must be adhered to:

ALL **CONDITION ORANGE** procedures

AND:

1. Station employee guard (if police need).
1. Verify drivers ID.
2. Check trip ticket.
3. Notify Police if delivery is during other than normal operating hours.



RED (cont.)

School bus drivers must adhere to:
ALL **CONDITION ORANGE** procedures
AND:

1. **CONDITION RED** procedures from:
SAU Administration.
Law Enforcement.

In an emergency, schools will be closed
and busses may be required by police.



RED (cont.)

While at bulk storage plants following must be adhered to:

ALL **CONDITION ORANGE** procedures
AND:

1. LOCK gates to disable key card access.
2. NO visitors in plant (except emergency).
3. Area lighting on overnight (canopy, etc.).



RED (cont.)

At the end of the day cargo tank motor vehicles are not to be preloaded with petroleum product intended for sale. The vehicle must be locked and parked in a well lit, secure area.



CONCLUSION

If there is any uncertainty regarding the written security plan, the security risk assessment or any other security related matter, it is the duty of all HAZMAT drivers and HAZMAT employees to seek clarification from the company's designated security contact.



CONCLUSION (Cont.)

It can happen-it already did.

Remember that on 9/11 there were terrorists RIGHT HERE in Maine and they flew into the World Trade Center.

You are responsible to your community to take this Security Plan seriously.



Security Training

THE END
