



STATE OF WASHINGTON  
HOMELAND SECURITY  
ADVISORY SYSTEM (HSAS)  
GUIDELINES

# THREAT CONDITION GREEN

## Low Risk Of Terrorist Attack

### INITIATING EVENT:

Normal operating conditions

### CCF&R RECOMMENDED ACTIONS:

- Normal operations
- Personnel and Central Area Emergency Operations Center (CEOC) prepared for activation

GENERAL RECOMMENDATIONS:		
		<b>Green Recommended Action:</b>
		Disseminate the advisory to Department personnel utilizing normal communication routes (email, shift briefings, etc.).

# THREAT CONDITION BLUE - GUARDED

## General Risk Of Terrorist Attack

**INITIATING EVENT:**

Received threats that do not warrant actions beyond normal liaison notifications or placing assets or resources on a heightened alert (agencies are operating under normal day-to-day conditions).

**CCF&R RECOMMENDED ACTIONS:**

- Normal operations
- Personnel and CEOC prepared for activation

GENERAL RECOMMENDATIONS:		
BLUE Recommended Action:		
		Disseminate the advisory to Department personnel utilizing normal communication routes (email, shift briefings, etc.).
		Review the Homeland Security Advisory System (HSAS) and all applicable emergency plans.
		Review and update public and private critical infrastructure target listings. Estimate the threat vulnerability of each critical facility and the countermeasures required to protect them.
		Check all equipment for operational readiness, fill fuel tanks, and check specialized response equipment. (Hazmat, TRT, generators, etc.)
		Brief emergency response personnel on increased security / safety concerns appropriate to the threat level. (Security measures, suspicious situations, etc.)
		Evaluate information available on public websites that could compromise security.

CCR&R SECURITY RECOMMENDATIONS:	
BLUE Recommended Action	
	Review physical security precautions to prevent theft, unauthorized entry or destruction of property.
	Require all Department personnel to wear uniforms/identifying clothing when at the stations or while conducting Department business.
	Ensure a back-up power source for critical functions.
	Advise all personnel to secure all exterior doors and limit access.

# THREAT CONDITION YELLOW - ELEVATED

## Significant Risk Of Terrorist Attack

**INITIATING EVENT:**

Intelligence or an articulated threat indicates a potential for a terrorist incident. However this threat has not yet been assessed as credible.

**CCF&R RECOMMENDED ACTIONS:**

- Consider briefings of Board Members and City Manager
- Personnel and CEOC prepared for activation

GENERAL RECOMMENDATIONS:		
YELLOW Recommended Action:		
		Disseminate the advisory to Department personnel utilizing normal communication routes (email, shift briefings, etc.).
		Continue, or introduce all measures listed in the BLUE Advisory.
		Consider briefings to Board Members, City Managers, and Department personnel regarding the current threat advisory level and local implications.
		Consider plans and contingencies to assist employees' family members regarding safeguard issues if the situation escalates and personnel are recalled leaving their family alone for extended periods of time.
		Advise personnel who handle mail, courier, and package delivery to remain vigilant and report any concerns or suspect items.
		Check recall roster and recall processes for accuracy.
		Identify any planned community events where a large attendance is anticipated. Consult with event organizers regarding contingency plans, security awareness, and site accessibility and control.
		Increase the frequency of backups for critical information systems and ensure availability of technical support. (i.e.: systems programmers, technical personnel, redundancy of equipment, off-site storage of critical data, stockpile of critical spare parts, off-site data recovery site)
		Keep the public informed on current threat conditions and advisories.

CCF&R SECURITY RECOMMENDATIONS:	
YELLOW Recommended Action	
	Remind all personnel to be suspicious and inquisitive and maintain heightened awareness of people, vehicles, and activities
	Increase spot checks. Check for suspicious or unattended packages.
	Lock and regularly inspect all exterior station doors.
	When handling mail, courier, and package deliveries, remain vigilant and report any concerns or suspect items.

# THREAT CONDITION ORANGE

## High Risk Of Terrorist Attack

**INITIATING EVENT:**

A threat assessment indicates that the potential threat is credible and confirms the probable involvement of Weapons of Mass Destruction in the developing terrorist incident.

**CCF&R RECOMMENDED ACTIONS:**

- If the threat is specific to the Pacific Northwest or Washington State, set up the CEOC and advise staff to be prepared to respond.
- Coordinate the release of information with Battle Ground, La Center, and Ridgefield Police Departments, and the Joint Information Center (JIC), if activated.

GENERAL RECOMMENDATIONS:		
ORANGE Recommended Action:		
		Disseminate the advisory to Department personnel utilizing the alpha-numeric paging system. Advise all on-duty personnel.
		Continue, or introduce all measures listed in the YELLOW Advisory.
		Consider activation of the CEOC for an initial situation briefing of appropriate officials. Following the initial briefing, maintain limited staffing as warranted or appropriate.
		Encourage all Department personnel to check their personal 72-hour kits and discuss their household disaster plan with family members.
		If not already accomplished, implement critical infrastructure facility security plans (See Security Recommendations)
		Contact all Administrators to ascertain their recall availability.
		Advise staff of contingency plans for shift modifications, assignments, work / rest cycles and family member care / assistance and security plans if the situation escalates.
		Coordinate the release of information with the Joint Information Center (JIC) through the Clark Regional Emergency Operations Center (CREOC).
		Consider testing communications/notifications systems to ensure operability.
		If not already accomplished, identify any planned community events where a large attendance is anticipated. Consult with event organizers regarding contingency plans, security awareness, and site accessibility and control. Consider recommendations to cancel the event if warranted by the current situation.
		Contact critical infrastructure facilities and key assets including: businesses, high-profile individuals, schools, hospitals, etc. to discuss the heightened threat and security and contingency operations.

<b>CCF&amp;R SECURITY RECOMMENDATIONS :</b>	
<b>ORANGE Recommended Action</b>	
	Lock all exterior doors and keep overhead bay doors closed. When apparatus are leaving the station, confirm that doors shut behind you.
	Do not allow unknown vehicles to park in station parking lots.
	Enforce parking of non-emergency/employee vehicles away from building.
	Battalion Chiefs/Officers advise duty personnel to review HSAS recommendations and emergency plans.
	At the beginning and end of each shift, as well as at other regular and frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious packages.
	Check all visitors' purpose/intent. All authorized visitors must be escorted while in the facility. If the threat is specific to the Pacific Northwest or Washington State, suspend public tours of station facilities.
	Consider increased security patrols (CCSO for Stations 2-1, 2-2, 2-5, 2-6 and 15-1, BGPD for Station 2-7, La Center PD for Station 2-3, and Ridgefield PD for Station 2-4) around facilities. Contact allied government agencies and advise them of the need for increased security and awareness.
	Consider erecting barriers and obstacles to control the flow of traffic, as appropriate, at all entrances to station parking areas.
	Keep emergency response vehicles parked in secure areas or in the engine bays.

# THREAT CONDITION RED

## Severe Risk Of Terrorist Attack

**INITIATING EVENT:**

A terrorism incident has occurred which requires an immediate process to identify, acquire, and plan the use of resources in response to limited or major consequences of a terrorist use or employment of Weapons of Mass Destruction.

**CCF&R RECOMMENDED ACTIONS:**

- Activate the CEOC for an initial situation briefing of EOC staff and government officials. Following the initial briefing, maintain staffing as warranted and appropriate.
- Coordinate the release of information with the Joint Information Center (JIC) and the Battle Ground, La Center, and Ridgefield Police Departments.
- Following assessment of the situation, if the event threatens or actually impacts the District and/or Cities, request public officials respond to the CEOC for formal briefing.

It is anticipated that actions listed under this threat level will be initiated and sustained for a relatively short period of time, based on guidance from federal and state governments, due to significant personnel and economic considerations.

GENERAL RECOMMENDATIONS:		
RED Recommended Action:		
		Disseminate the advisory to key agency officials (schools, public works, etc.).
		Continue, or introduce all measures listed in the ORANGE Advisory.
		Activate the CEOC for an initial situation briefing of EOC staff and government officials. Following the initial briefing, maintain staffing as warranted and appropriate.
		Maintain and monitor communications and warning systems, and provide periodic operational status reports to next higher level of government.
		If not already accomplished, implement critical infrastructure security plans. (See Security Recommendations.)
		Stress the possibility of a secondary attack against first responders.
		Ensure welfare checks of government personnel and District and City facilities throughout the day and night.
		Activate, or place on high alert, specialized response teams / personnel. (i.e.: hazmat, TRT, EMS, County-wide Chaplaincy, etc.)
		Be prepared to control access routes serving critical infrastructure facilities and evacuation routes.
		Notify Community Emergency Response Teams (CERT) and place them in an on-call mode. Advise them to be ready to respond if needed.
		Notify all Department personnel (all-call) utilizing the alpha-numeric paging system. Advise them of the severe risk level and advise them to be ready to respond if needed.
		Conduct resource inventory.

<b>CCF&amp;R SECURITY RECOMMENDATIONS:</b>	
	<b>RED Recommended Action</b>
	Continue all appropriate ORANGE security recommendations.
	If not already accomplished, implement LOCKDOWN PROCEDURES. All station facilities will have only one point of ingress and egress for non-department personnel. Provide security for the EOC; coordinate security with local law enforcement.
	Maintain a security presence on a single point of access and check identification of visitors to determine valid purpose of entry. Maintain a sign-in log. Check all bags, briefcases, and packages at the security point. All authorized visitors must be escorted while in the facility.
	Make frequent checks of the exterior of station facilities.
	Deliveries to station facilities should not be accepted unless approved by supervisory staff. All deliveries should not be opened inside of the critical facility, and minimal personnel should be in the immediate area when the package is opened.