
	STANDARD OPERATING GUIDELINE				
	OPERATIONS				
	HOMELAND SECURITY ADVISORY SYSTEM: THREAT CONDITIONS				
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1.0 Objective

- 1.1 The purpose of this guideline is to document specific Fire Department action items as they relate to threat level changes. Specific threat levels are classified pursuant to the United States Homeland Security Advisory System (HSAS), as determined by the United States Department of Homeland Security

2.0 Responsibility

- 2.1 It is the responsibility of all Department personnel to understand the procedures documented in this Standard Operating Guideline.

3.0 Threat Conditions

- 3.1 Threat conditions characterize the risk of a terrorist attack. Protective measures are the steps that will be taken by the government and the private sector to reduce vulnerabilities. The HSAS establishes five Threat Conditions with associated protective measures. The conditions are classified as:

- 3.1.1 **Low Condition – Green:** Low risk of terrorist attacks. The following protective measures may be applied:

- 3.1.1.1 Refining and exercising preplanned protective measures.
- 3.1.1.2 Ensuring personnel receive training on HSAS, departmental, or agency-specific protective measures.
- 3.1.1.3 Regularly assessing facilities for vulnerability and taking measures to reduce them.

- 3.1.2 **Guarded Condition – Blue:** General risk of terrorist attack. In addition to the previously outlined protective measures, the following may be applied:



- 3.1.2.1 Checking communications with designated emergency response or command locations.
- 3.1.2.2 Reviewing and updating emergency response procedures.
- 3.1.2.3 Providing the public with any necessary information.

- 3.1.3 **Elevated Condition – Yellow:** Significant risk of terrorist attack. In addition to the previously outlined protective measures, the following may be applied:

- 3.1.3.1 Increase surveillance of critical locations.
- 3.1.3.2 Coordinating plans with nearby jurisdictions.
- 3.1.3.3 Assessing further refinement of protective measures within the context of the current threat information.
- 3.1.3.4 Implementing, as appropriate, contingency and emergency response plans.

- 3.1.4 **High Condition – Orange:** High risk of terrorist attacks. In addition to the previously outlined protective measures, the following may be applied:

- 3.1.4.1 Coordinating necessary security efforts with armed forces or law enforcement agencies.
- 3.1.4.2 Taking additional precautions at public events.
- 3.1.4.3 Preparing to work at an alternate site with a dispersed workforce.
- 3.1.4.4 Restricting access to facilities to essential personnel only.

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3.1.5 **Severe Condition – Red:** Severe risk of terrorist attacks. In addition to the previously outlined protective measures, the following may be applied:

- 3.1.5.1 Assigning emergency response personnel and pre-positioning specially trained teams.
- 3.1.5.2 Monitoring, redirecting, or constraining transportation systems.
- 3.1.5.3 Closing public and government facilities.
- 3.1.5.4 Increasing or redirecting personnel to address critical emergency needs.



4.0 Guidance Information

4.1 The following pages include guidance information for the Fire Department to follow based on the established conditions and Standard Operating Guidelines.



5.0 Reference

5.1 Highland Park Fire Department

Approved:  Fire Chief



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GREEN: Low Risk of Terrorist Attack	
FDG#	Fire Department Action
FDG-101	No known or perceived terrorist threat exists.
FDG-102	Suspicious circumstances or individuals should be reported to local law enforcement.
FDG-103	Routine operations without security stipulations are allowable.
FDG-104	Practice common sense in daily routines.

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BLUE: General Risk of Terrorist Attack

FDB#	Fire Department Action
FDB-101	A threat exists or has occurred but it is not specific to the State of Illinois. However, terrorist's actions may be expected. Awareness within the State of Illinois is advisable.
FDB-102	Check all equipment for operational serviceability, fill fuel tanks, and check specialized Haz-Mat, TRT equipment for ready response.
FDB-103	Monitor Statewide e-mail and fax messages for additional information. Be prepared to forward urgent messages quickly.
FDB-104	Secure fire, police, and dispatch center facilities to prevent casual entry. All visitors should be met near the door and challenged as to their business.
FDB-105	Vehicles should not be left unlocked and casually accessible. Check vehicles for foreign objects if left unattended for any period of time. Do not leave the keys in any vehicle.
FDB-106	Fire station overhead doors should be left closed when station personnel are not in plain sight of apparatus bays.
FDB-107	Do not discuss sensitive information outside of appropriate circles. Report conversations of concern to local law enforcement agencies.

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YELLOW: Elevated Condition

FDY#	Fire Department Action
FDY-101	A generalized threat has possible applications to the State of Illinois. Specific terrorist targets by type of facility, transportation, infrastructure, or other targets of opportunity have been identified. No specific threat to Illinois has been made, however, world events suggest a heightened degree of security and awareness is warranted. Assure compliance to all condition Blue checklist requirements.
FDY-102	Keep all overhead fire station doors closed and secured. Lock fire station doors except designated public entrances. Challenge visitors as to their business and, if allowed within the facility unescorted, check for the individual's identification and validate their purpose for being at the facility.
FDY-103	Do not leave vehicles unattended when outside a fire station. If a vehicle is left unattended, lock it. When you return to the vehicle, check the vehicle and its underside before opening a door or starting the engine.
FDY-104	Check recall roster and recall processes for accuracy and operational performance. Review leave roster and consider options if situation and Threatcom escalates.
FDY-105	Check all equipment for operational readiness and response. Keep vehicles fueled.
FDY-106	Consider exterior checks of fire/police/dispatch facilities for foreign or unknown objects.
FDY-107	Report unusual circumstances or occurrences to law enforcement.
FDY-108	Perform operational checks, under load, of all key facility generators. Allow to run to assure function.
FDY-109	Sensitive information and classified reports can only be shared with those who have a bona fide need to know.
FDY-110	Advise other municipal agencies of heightened state of awareness: library, park district, city hall, water plant, etc.
FDY-111	Identify any planned community events where a large attendance is expected. Consult with event organizers for contingency operations, security awareness and site accessibility and control.
FDY-112	Consider meeting with key EOC members to review situations and status as well as availability and accuracy of recall lists of personnel if the EOC is activated.
FDY-113	Consider alternative work schedules of operational staff personnel if the situation escalates. Include plans to maximize staffing response capabilities with defined work/rest cycles.
FDY-114	Consider plans and contingencies to assist public safety employees' family members and personnel, if recalled, leaving their family alone for extended periods of time.
FDY-115	Review facility evacuation plans, inform occupants.
FDY-116	Advise those who handle the US Mail and package delivery to remain vigilant and report any concerns or suspect items.
FDY-117	Following service calls, check all vehicles on-scene for signs of tampering.
FDY-118	Dispatch centers should prohibit any form of casual access by unauthorized personnel.



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ORANGE: High Risk of Terrorist Attack

FDO#	Fire Department Action
FDO-101	A terrorist threat has been received which is probable and may or may not involve Illinois. The terrorists have a high probability of executing an act, possibly by type of facility or type of use in the near future. It is unknown where or if it might include a target within Illinois.
FDO-102	Assure compliance to all Blue and Yellow requirements.
FDO-103	Lock all exterior doors except main facility entrances. Check all visitors' purpose, intent, and identification. Require visitors to sign-in with information from their identification. Escort visitors when they are in the facility until they leave. Check where they were to assure nothing is amiss or was left behind.
FDO-104	Contact all personnel to ascertain recall availability. Consider modifications where appropriate to afford maximum recall personnel availability.
FDO-105	Keep fire vehicles secure, in-station, as much as possible. Keep all overhead doors closed except for bona fide needs.
FDO-106	Create a schedule to perform an exterior walk around of all key public facilities. Contact allied government agencies within the jurisdiction and advise on the need for increased security and awareness. Monitor outside garbage storage areas for unusual objects.
FDO-107	Consider advising staff of contingency plans for shift modifications, assignments, work/rest cycles, and family member care/assistance and security plans if the situation evolves to a Threatcom Red.
FDO-108	Advise elected officials of advisory status and contingency plans.
FDO-109	Maintain information confidentiality on a need-to-know basis.
FDO-110	Have hazardous materials equipment ready for deployment or response with personnel.
FDO-111	Identify events that might have large gatherings or crowds and take actions identified in advisory yellow.
FDO-112	Consider plans to increase defensive perimeters around key structures and/or events.
FDO-113	Consider daily meetings with local police and government officials regarding plans, contingencies, and unique community needs.
FDO-114	Identify a single PIO, consider the public information process to answer questions, provide information, and give direction to the public. Coordinate information releases with County and State government, if possible.
FDO-115	Identify plans for special needs facilities/citizens in the community.
FDO-116	Consider contacting larger local businesses or high-profile individuals/operations, schools, hospitals, to discuss the heightened threat, security, and contingency operations.
FDO-117	Check local warning systems for operational readiness.
FDO-118	Consider an EOC informal briefing and consider staffing the EOC with minimal staff if felt appropriate.
FDO-119	Consider recurring briefings with key staff from various agencies/departments in the organization.

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RED: Severe Risk of Terrorist Attack

FDR#	Fire Department Action
FDR-101	A terrorist threat specific to Illinois has occurred or is expected to occur. Significant lockdown and security awareness and actions are needed. Specific intelligence and advisements will be given to local officials where the threat is known.
FDR-102	Review and comply with all Blue, Yellow, and Orange requirements.
FDR-103	Activate increased defensive parameters around key buildings, events, and potential terrorist targets.
FDR-104	Secure all doors allowing access to fire, police, and dispatch centers, and possibly other government structures. Monitor closely a single access point to each structure and check all visitors' IDs to affirm valid purpose of entry. Maintain a sign-in log as stated in advisory Orange. Validate their purpose. Check all bags, briefcases and packages at the single-entry point. All visitors are escorted throughout their stay. Check to make sure nothing has been left behind or tampered with.
FDR-105	Consider an off-duty recall, increased vehicle staffing, shift modifications, work/rest cycles, and family need plans.
FDR-106	Consider placing an individual on watch at all fire stations twenty-four hours a day until the advisory is revoked or reduced.
FDR-107	Allow parking of vehicles away from key structures only. Visitors' cars should not be allowed parked near key structures. Employees' vehicles should be visually checked at least once every four hours to assure tampering has not been done.
FDR-108	Issue awareness alerts and general information to the general public through the PIO. Coordinate with County and State government when possible.
FDR-109	All supervisors of the fire and police departments should be briefed on the incident scene possibility (50% chance) of secondary explosive device or first responder planned ambush. Amend traditional staging procedures at incident scenes. Become unpredictable when responding to alarms.
FDR-110	Deliveries to work areas and facilities will not be accepted unless approved by a supervisor. All deliveries should not be opened inside a structure and minimal personnel should be involved in the package opening.
FDR-111	Consider opening the EOC and establish communications with State EOC and/or County EOC.
FDR-112	Monitor communications systems for disruptions, jamming, corruption caused by terrorists, and/or cyber-terrorism. Assure secondary and tertiary communication systems are operational, if needed.
FDR-113	Perform recurring telephone/visitation welfare checks of personnel and facilities throughout the day and night.
FDR-114	Instruct all personnel of facility evacuation routes, contingency communication plans, and equipment they should take with them and have at the ready.
FDR-115	Contact, coordinate, and maintain communications with Highland Park Hospital emergency room.
FDR-116	Implement modifications to response patterns, routes, scene operating guidelines, apparatus placement, and staging areas.
FDR-117	Activate the EOC. Consider scheduling recurring briefings with key staff.