



The purpose of plan is to define the security expectations of Seattle Public Utilities (SPU) employees, contractors, sub contractors, consultants, vendors and suppliers during all phases of a construction project.

Construction/Maintenance Projects Site Security Plan

Project Name

Section 1:

Site / Project Description

A. Site location for Access Request:

- **Asset name**
- **Address**
- **Telephone**

B. Seattle Public Utilities or Cell Company Sponsoring

Seattle Public Utilities/Cell Company Sponsor

- **Sponsor Name**
- **Sponsor Address and**
- **Sponsor Telephone Number**
- **Project/Work Order Number**

Contractor Project Manager

- **Project Manager Name (Contractor)**
- **Project Manager Company (Contractor)**
- **Project Manager Telephone number (Contractor)**
- **After hours Emergency Contact telephone number**

Subcontractor/Manager

- **Project Manager Name (SubContractor)**
- **Project Manager Company (SubContractor)**
- **Project Manager Telephone number (SubContractor)**

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- **After hours Emergency Contact telephone number (SubContractor)**

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C. SPU Site Asset Owner:

- **SPU Line of Business Director**
- **SPU On Site Manager**

D. Project Description:

[PROJECT MNGR] insert project activities:

- **Description of construction activities**
- **Description of construction machinery that will be on site.**

[PROJECT MNGR] insert project timeline:

- **Start date of Project and**
- **Estimated Completion Date**
- **Days and Hours of Operation**
 - **NO WORK AFTER 6:00PM (CELL COMPANY SITES ONLY)**
- **Estimated Number of Staff on Site during day and after hours**

Section 2:

Site Security Plan / Measures

The purpose of this site security plan is to define what is expected of contractors, sub contractors, consultants, vendors and suppliers during all phases of the construction project.

A. Communications with SPU Security:

It is the responsibility of the project manager to correspond with SPU Security Specialist. When schedules permit, the project manager should arrange to meet with SPU Security to convey all pertinent information about the upcoming project (scope, type of equipment, time of year, schedules, etc.)

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B. Access Control

1. Security Access Identification Card/Key Administration:

All employees and vendors shall communicate access needs to the SPU Security Specialist.

All contractors on site are required to complete a criminal history background check prior to being issued an access device key/card for unescorted access.

Escorted access can be permitted; however, escorts must remain with visitors at all times while on site. An escort is defined as an authorized SPU Employee.

Names of Contractors/SubContractors on Site:

[PROJECT MANAGER] Attach list

a. Meet with Access Control/Key Administrator:

Prior to the start of any construction project, site and project coordinators security specialists, engineers, and any other involved parties shall schedule an initial briefing and overview with the Security Specialist to communicate access needs for the project.

b. User Training on the Integrated Security System (ISS):

Representatives of involved parties shall also receive training on Security expectations and Integrated Security System operations.

c. How to Submit the Access Request Forms:

The initial briefing will also include instruction outlining the access request process. The Security Specialist shall provide all required paperwork for the access request process at the time of the initial meeting.

d. SPU's Criminal History Check Policy for Vendors/Contractors:

The Security Specialist will conduct a Criminal History background check on all vendors or contractors who will be operating within a SPU secured area **without an authorized SPU Employee escort.**

Any questions or requests for additional paperwork or information regarding access control should be forwarded to the SPU Security Specialist 206-386-9061.

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2. Project Access Needs:

[PROJECT MNGR] insert description of

- 1. Specific gates and buildings that will be used for accessing the project.**
- 2. Describe any circumstance when gates or doors will need to be open for periods of time, and include an explanation of why it is necessary and how the site will security will still be maintained.**

3. Established Zones of Access:

[Security Specialist]

C. Securing Equipment on Site:

1. Security Expectations:

- a. Construction vehicles will be secured after normal working hours by locking all doors (if any) and removal of starter keys.
- b. Construction vehicle starter keys will be secured in the construction management office when not in use.
- c. Construction management office will be secured after normal working hours.
- d. Hand tools and other equipment will be secured in job boxes, after working hours that are locked.
- e. Resident SPU Engineer or designee will conduct a site walk at the end of each day to ensure that all construction vehicles and all hand tools and other equipment are secured.

2. Equipment Staging and Storage:

[PROJECT MNGR]

Type of equipment and material where it will be staged and how it will be managed.

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D. Escorts or On Site Security Needs:

[Security Specialist]

E. Interruptions to Power, Fiber or other Communications Systems

1. Planned Power Interruptions:

Any anticipated interruption to power supplies on an existing site, needs to be planned and communicated to the owner/operator and the Operations Response Center 206-733-9300 in advance (at least three business days).

[PROJECT MNGR]

Description of any anticipated power outages that may impact normal operations of the existing asset or that could disrupt security or SCADA equipment on site. Please describe what phase of the project (and schedule if known) when the interruption will occur. Please describe how stakeholders will be notified in advance.]

2. Security Expectations:

- a. Any unplanned loss of power supply needs to be conveyed immediately to the Operations Response Center 206-733-9300.

F. Interaction with Security Equipment on Site:

1. Security Expectations:

- a. Security equipment that includes mechanical and electro-mechanical locks.
- b. All doors and gates will be closed and locked after normal working hours.
- b. The Operations Response Center 206-733-9300 will be notified if any doors and gates secured with electro-mechanical locks are left open during normal working hours.

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G. Security for Suppliers or Deliveries:

[PROJECT MNGR] insert statement here about how planned deliveries will be handled.

One-time only access needs will not result in SAID cards, but project management will need to describe how deliveries will be monitored and supervised.

H. Temporary Security Measures:

[PROJECT MNGR] insert statement here about specific measures that will be taken to secure the area such as temporary fencing, signage, lighting, vehicle barriers, padlocks, etc.

Or identify none needed.

I. Incident Reporting:

It is the responsibility of every individual at the construction site to report suspicious or dangerous activities immediately. Contractors and SPU employees must report all crimes-in-progress by calling 9-1-1. All incidents shall be reported to the Operations Response Center as soon it is safe to do so by calling the SPU Security hotline at 206-733-9300.

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Examples of Incidents/Events that need to be reported:

1. Questioning facility personnel about a critical infrastructure facility's function without a general need or right to know the information.
2. Unauthorized personnel trespassing/attempting to enter a restricted area.
3. False Identification; Persons presenting fraudulent or conflicting ID or documents.
4. Photography; Taking still or video of sensitive locations within a facility Observation; Showing unusual interest in a facility, or prolonged interest in security measures.
5. Theft; Missing Equipment/Material.
6. Sabotage/Vandalism; Malicious intent damaging, defacing of manipulating any part of the facility.
7. Expressed Threat; Making a spoken or written threat to damage or diminish the capacity of a facility/system.
8. Suspicious Activities; Any incident or event not fitting any of the above categories, which appear to pose a security risk.

Security Risk is defined as any intentional act, event or condition that can lead to the disruption or destruction of services SPU provides.

J. Contractor/Subcontractor Requirements:

1. ALL contractors will need to be issued a SAID card unless exempted by the SPU Security Specialist.
2. ALL contractors with a SAID card must keep the card on their persons at all times while on a SPU secured facility.
3. ALL contractors will abide by appropriate use of their SPU issued access control devices (SAID card and/or physical keys). SAID cards and keys are issued to a specific individual. At no time will a SAID card or a key be transferred to another individual without specific clearance from SPU's Security office.

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ALL SAID CARDS AND OR KEYS ARE THE PROPERTY OF SEATTLE PUBLIC UTILITIES AND WILL BE RETURNED TO THE SECURITY SPECIALIST AT THE END OF THE PROJECT.

4. If a SAID card or key is lost or missing, the contractor must immediately report it to the Operations Response Center at 206-733-9300.

K. Vehicles:

[PROJECT MNGR] insert statement here about expectations for contractor vehicles on site.

All vehicles onsite must be identified by either a company logo printed on the side of the vehicle or by a project parking pass.

The parking pass will be issued by the Contractor and will include at a minimum the vehicle driver's name, company and dates working.

All vehicles will be restricted to parking at the "staging area" unless actively providing tools or materials to work site (i.e. loader or dozer). It is expected the majority of the vehicles will be parked in designated staging areas.

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L. Violations:

1. Security Expectations:

All individuals onsite must display (or for safety purposes on their person) a SPU issued SAID card unless being personally escorted by a SPU employee. All individuals onsite must keep gates and doors secured at all times, unless they have prior security approval to prop doors open. All individuals must secure equipment, keys, tools and ladders when leaving the site. All individuals must immediately report lost or missing SAID cards or keys to SPU's Security office.

2. Protocol for Violations:

First Violation: *If a person is found to have violated a security policy, the first offense is a verbal warning to the worker and their foreman and/or superintendant. If the worker does not have a SAID card, they must immediately contact their project sponsor and work with the security office to obtain a SAID card prior to continuing work.*

Second Violation: *If this is the second violation, a written warning will be issued to the worker, foreman and Contractor and the worker must immediately contact their project sponsor and work with the security office to ensure the violations will not occur again prior to continuing work.*

Third Violation: *The individual will be escorted off the property by the Contractor and SPU and will not be allowed to return unless approved by the SPU Security Specialist or City of Seattle Sponsoring Agency. No compensation will be made to the Contractor or subcontractor for loss time or productivity due to a security violation.*

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M. Security Site Inspections and Audits:

1. Security Audits:

Security Audits will be conducted from time to time without notice by a SPU Security Specialist. The audit will assure compliance to the site security plan. Any exceptions noted during the audit will be forwarded in writing to the Sponsoring City of Seattle Department for correction.

2. Spot Security Inspections:

Spot Security Inspections will be conducted from time to time by a SPU Security Specialist without notice. The security inspections will assure corrective actions have occurred to be in compliance with the Construction Site Security Plan.

Name of SPU/Contractor/Subcontractor Completing this Plan.

Name

SPU Work Unit/Contractor Company

Date