Guard Force
Standard Operating Procedures (SOPs)

Shell Majnoon Project

August 2012
Document Description
This is a live document designed to support the Shell PSD Teams operation in the Majnoon Oilfield. This document has been provided by Britam Defence Limited.

Scope
The scope of this document is designed to provide security guidance to Britam Operators involved in Operations that are related to security operations for the Shell Majnoon Project.

Structure
The document is divided into paragraphs and sub-paragraphs listed in a contents list.

Command Statement
All procedures are to be carried out only by correctly trained security personnel in accordance with these SOPs. Any conflicts of judgement should be referred to the person nominated as the sponsor of these SOPs or to the Security Team Leader or Britam Operations Director.

This document sets out the Standard Operating Procedures (SOPs) to be followed in the first instance by all Britam employees designated to Britam Mobile Security Team.

These Standard Operating Procedures are to be reviewed constantly by the Sponsor (Britam) and a record kept of each review.

Signed
John Wilson ..............................................
Date.................................
Global Operations Manager

Mike Irvine................................................
Date.................................
Project Security Manager
Shell/Halliburton
## Amendment Record

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Contents

1.0 Guard Force Orders/ Supervisors/ Duties Procedures ........................................... 8
  1.1 Overview ............................................................................................................ 8
  1.2 General Responsibilities .................................................................................. 8
  1.3 Mission ............................................................................................................. 8
  1.4 Guard Force Manning ...................................................................................... 8
  1.5 Guard Force L2 Supervisors ........................................................................... 8
  1.6 Guard Force Posts ........................................................................................... 8
  1.7 Entry Check Point ............................................................................................ 9
  1.8 Sentry Tasks .................................................................................................... 10
  1.9 Guard Force Duties ......................................................................................... 10
  1.10 Challenging Procedures ................................................................................ 10
  1.11 Guard Force Discipline ................................................................................ 10
  1.12 Guard Force Uniform .................................................................................... 11
  1.13 Guard Force Equipment ............................................................................... 11
  1.14 Guard Force Training .................................................................................... 14

2.0 RULES FOR THE USE OF FORCE ........................................................................... 15
  2.1 USE OF DEADLY FORCE .............................................................................. 15
  2.2 GRADUATED FORCE .................................................................................... 15
  2.3 IF YOU MUST FIRE YOUR WEAPON: ....................................................... 15
  2.4 CIVILIANS ...................................................................................................... 15
  2.5 WEAPONS POSSESSION AND USE: ....................................................... 15

3.0 Communications Plan ............................................................................................ 16
  3.1 Telephone Contact List .................................................................................. 16
  3.2 Equipment Management ............................................................................... 16
4.0 ACCESS CONTROL PROCEDURES ........................................................................ 17
  4.1 Description ........................................................................................................ 17
  4.2 Overview ........................................................................................................... 17
  4.3 Task Summary ................................................................................................... 19
    4.3.1 Guard Force Posts ....................................................................................... 19
  4.4 Situation ............................................................................................................ 19
  4.5 ECP Detailed Vehicle Search Procedures .......................................................... 19
    4.5.1 Location ..................................................................................................... 19
    4.5.2 Objective .................................................................................................... 19
    4.5.3 Search Procedure ....................................................................................... 19
  4.6 Actions on Delivery Vehicles Entering TMC/MJE24/MJE22/MJE20 .................... 22
    4.6.1 Procedures ................................................................................................. 22
  4.7 Actions on PSD Vehicles Entering TMC/MJE24/MJE22/MJE20 ......................... 23
    4.7.1 BRITAM PSD ............................................................................................ 23
    4.7.2 OLIVE PSD RESIDING AT TMC ............................................................... 24
    4.7.3 OLIVE PSD Arriving with SHELL CLIENTS at the TMC/MJE24/MJE22/MJE20
         .................................................................................................................. 24
    4.7.4 OTHER PSC PSD CALL SIGN’S arriving at TMC/MJE24/MJE22/MJE20 .... 25
    4.7.5 OPF / SOC vehicles arriving at the TMC/MJE24/MJE22/MJE20 .................. 25
    4.7.6 Visitors vehicles arriving at the TMC/MJE24/MJE22/MJE20 ....................... 26
    4.7.7 Workers arriving in a Bus at MJE24/MJE22/MJE20 ................................... 26
5.0 PEDESTRIAN SCREENING AND ECP SECURITY ORDERS .............................. 28
  5.1 Situation ............................................................................................................ 28
  5.2 Visitors Pass Procedures ..................................................................................... 28
  5.3 Visitors Pass Register ........................................................................................ 29
  5.4 Detailed Pedestrian Search Procedures ............................................................... 29
  5.5 GF Search Procedures ....................................................................................... 29
  5.6 Action to be carried out if you identify anything suspicious ............................... 30
  5.7 Actions on Pedestrian Entering the TMC/MJE24/MJE22/MJE20 ....................... 31
  5.8 Actions on Entering TMC/MJE24/MJE22/MJE20 (UNANNOUNCED) .............. 32
  5.9 Actions on WORKERS Entering TMC/Pad C/MJE24/MJE22/MJE20 .................. 32
  5.10 Actions on GF Escort Duties ............................................................................ 33
  5.11 Detailed Procedures for Escort Duties ............................................................. 33
5.12 Complaints against the Guard/Screener ........................................................................... 33

6.0 TOWER SENTRY SECURITY ORDERS ........................................................................... 34
  6.1 Situation .......................................................................................................................... 34
  6.2 Detailed Procedures Tower overwatch ECP ................................................................. 34
  6.3 Action to be carried out if you identify anything suspicious ........................................... 35

7.0 PATROLLING ORDERS .................................................................................................. 35
  7.1 Purpose ........................................................................................................................... 35
  7.2 Composition .................................................................................................................... 35
  7.3 Duties .............................................................................................................................. 35
  7.4 Patrol Checklist .............................................................................................................. 35
  7.5 Emergency Gates Exit .................................................................................................. 36
  7.6 Dress ............................................................................................................................... 36
  7.7 Actions ON ..................................................................................................................... 36
  7.8 Weapon Status ............................................................................................................... 36
  7.9 Fire Drill ........................................................................................................................ 36

8.0 Facility ‘Actions On’ in the Event of an Emergency Situation .......................................... 37
  8.1 Actions on Finding an Explosive Device whilst Checking the Pedestrian Baggage ........... 37
  8.2 Actions On – Explosive Detonation at the Facility ........................................................ 39
  8.3 Actions On – Procedures in the event of a Rocket or Mortar Attack, Indirect Fire Attack (IDF) 41
  8.4 Actions On – Small Arms Fire On/Inside Facility .......................................................... 42
  8.5 Report Status of Scene and Initial Casualty Report ....................................................... 43
  8.6 Mass Casualty situation: .............................................................................................. 43
  8.7 Casualty Evacuation ...................................................................................................... 43
  8.8 Actions On – Suicide Bomber or Improvised Explosive Device .................................... 43
  Cordon: Implement cordon procedures .............................................................................. 44
  Control: ............................................................................................................................... 44
  8.9 Actions On – Complex Attack against a Facility .......................................................... 45
  8.10 Immediate Action ......................................................................................................... 45
  8.11 Actions On – Procedures for Personnel that are informed of a Suspect Device or Vehicle on the Road surrounding the facility ................................................................. 45
    If you are informed by a member of the Guard Force that there is a suspect explosive device outside the compounds or on any of the surrounding Streets, you are to comply with the following: ...... 45
  8.12 Actions On – Actions to be taken by those involved in a rocket or mortar attack, strike or blind 46
8.13 Actions on Detaining a Suspect ................................................................. 46
8.14 Actions On - Contact with the Perpetrator in the Vicinity of the Badging Office ....................... 46
1.0 GUARD FORCE ORDERS/ SUPERVISORS/ DUTIES PROCEDURES

1.1 Overview

These generic guard force orders are intended to provide the Britam Guard Force Supervisor and Guard Force with a mandatory set of orders in order to comply with the Britam security requirements, standards and policy. The guard force will form an integral part of the base defence plan and compliment the physical and technical security measures. The guard force will cover the vulnerable positions such as the Entry Control Points and emergency exits; it will be responsible for the screening of all vehicles and personnel entering key locations within the Majnoon Oilfield. These orders are to cover GF procedures at the TMC, MJE20, MJE22 & MJE24 as well as entry to Pad B.

1.2 General Responsibilities

These Guard Force Orders are designed to provide all Guard Force personnel with a clear defined set of orders in order to carry out their duties.

1.3 Mission

The Guard Force (GF) will provide 24 hour security to protect all personnel and equipment within the TMC, MJE20, MJE22, MJE24 & Pad B.

1.4 GF Manning

The guards are trained and equipped by Britam Defence and all LNs have undergone a thorough security check prior to being hired and before they undergo training. All GF employed have been presented with a City & Guilds Static Guarding certificate.

1.4.1 TMC

The LNs guards shift/watch roster consists of two (2) shifts, shift 1 and shift 2. Each shift is on duty for 48 hours followed by 48 hours off. Each shift has eighteen (18) LN guards and two (2) GF supervisors Level 2 (one day and one night).

- LN Guard Force Supervisor x 2
- LN Guard Force x 16

Total LN GF x 18 for a 48 hour shift

1.4.2 MJE20

The LNs guards shift/watch roster consists of two (2) shifts, shift 1 and shift 2. Each shift is on duty for 48 hours followed by 48 hours off. Each shift has fourteen (14) LN guards and two (2) GF supervisors Level 2 (one day and one night).

- LN Guard Force Supervisor x 2
- LN Guard Force x 12

Total LN GF x 14 for a 48 hour shift
1.4.3 MJE22
The LNs guards shift/watch roster consists of two (2) shifts, shift 1 and shift 2. Each shift is on duty for 48 hours followed by 48 hours off. Each shift has fourteen (14) LN guards and two (2) GF supervisors Level 2 (one day and one night).

- LN Guard Force Supervisor x 2
- LN Guard Force x 12

Total LN GF x 14 for a 48 hour shift

1.4.4 MJE24
The LNs guards shift/watch roster consists of two (2) shifts, shift 1 and shift 2. Each shift is on duty for 48 hours followed by 48 hours off. Each shift has fourteen (14) LN guards and two (2) GF supervisors Level 2 (one day and one night).

- LN Guard Force Supervisor x 2
- LN Guard Force x 12

Total LN GF x 14 for a 48 hour shift

1.4.5 Pad B
This is used just as a laydown yard, there are no personnel living on site. The LNs guards shift/watch roster consists of two (2) shifts, shift 1 and shift 2. Each shift is on duty for 48 hours followed by 48 hours off. Each shift has two (2) LN guards.

- LN Guard Force x 2

Total LN GF x 2 for a 48 hour shift

1.5 Guard Force L2 Supervisors
All Guard Force members will be under the overall command of the Guard Force Supervisor (level 2) based at the TMC, he will liaise with the L2 supervisors on MJE20, MJE22, MJE24 for all Security and all matters relating to Force Protection and Safety on those sites.

1.5.1 L2 Supervisor Duties are as follows:

- Liaison with the operations manager for updates, intelligence and threat status matters.
- Liaison with the watch keeper for communication issues.
- Administration of the Guard Force.
- Monitor all security systems, including alarms and CCTV screens (if applicable).
- Accountability and Time sheet tracking for the GF.
- GF posting and rotations.
- Conduct irregular checks of the sentry guards positions over a 24/7 period.
- Emergency procedures, facility attack/mortar IDF attack/VBIED/SBVIED/complex attack procedures.
Mass Casualty Evacuation Procedures
Control of LN shift supervisors
Coordinate with Quick Reaction Force (QRF) commander in the event of an incident
Keep records of all checks and inspections
Oversee all stores and equipment
TMC GF Supervisor will be responsible for the Britam armoury.

1.6 **Guard Force Posts**
The Guard Force will work on a flexible shift rotation usually a 12 hour shift rotation.
The Guards will be positioned at the following locations:

1.6.1 **TMC Positions**
- ECP Vehicle Entry Gate 2 x GF
- Search Area 2 x GF
- Badging Office 2 x GF
- Tower 1 x 1 GF
- Tower 2 x 1 GF
- Tower 3 x 1 GF
- Tower 4 x 1 GF

1.6.3 **MJE20 Positions**
- ECP Vehicle Entry Gate 2 x GF
- Badging Office/Search Area 2 x GF
- Tower 1 x 1 GF
- Tower 2 x 1 GF
- Tower 3 x 1 GF
- Tower 4 x 1 GF

1.6.4 **MJE22 Positions**
- ECP Vehicle Entry Gate 2 x GF
- Badging Office/Search Area 2 x GF
- Tower 1 x 1 GF
- Tower 2 x 1 GF
- Tower 3 x 1 GF
- Tower 4 x 1 GF

1.6.5 **MJE24 Positions**
- ECP Vehicle Entry Gate 2 x GF
- Badging Office/Search Area 2 x GF
- Tower 1 x 1 GF
- Tower 2 x 1 GF
- Tower 3 x 1 GF
- Tower 4 x 1 GF
1.6.5 Pad B Positions

- ECP Main Gate 1 x GF
- Tower 1 x GF

1.7 Entry Check Point (ECP)

GF tasks are:

- Control restricted vehicle access.
- Check accreditation of drivers.
- Consult the Shift Supervisor or GFC if unsure of accreditation or authorised access.
- Direct all non-approved access vehicles to the visitor parking area.
- Direct pedestrians/drivers/passengers to the civilian screening point if required.
- Conduct a thorough vehicle search procedure of all vehicles.
- Allow access ONLY on completion of the above.

1.8 Sentry Tasks

- ECP Vehicle Search – Responsible for searching all vehicles entering the TMC/MJE20/MJE22/MJE24 & Pad B
- Pedestrian Entrance – Responsible for pedestrian access to the TMC/MJE20/MJE22/MJE24 & Pad B
- Search Room/Badging Office – Pedestrian and baggage screening area
- GF Towers – To observe all approaches to the TMC/MJE20/MJE22/MJE24 & Pad B

1.9 Guard Force Duties

The GF generic duties are as follows:

- To carry out duties designated to him by the Guard Supervisor.
- To take charge and account for all company property in use at that post.
- To give/sound the alarm in case of fire or disorder. In the case of any emergency contact the GFC supervisor, shift supervisor, PSD team leader or operations manager.
- Physical protection to Shell / Halliburton property and assets
- Call the GFC, shift supervisor or operations manager in any case if not clear about a situation not covered by instructions.
- Guards are to be especially vigilant at night, to challenge all persons on or near my post and to allow no one to pass through without proper identification.
- Challenge all persons, meaning, do not allow anyone to pass without proper ID or authority.
- Provide a security sweep on the compound with the shift supervisors post IDF attacks or any type of attack on the facility
- Check all personnel for proper identification and visually inspect their vehicles. Log all incoming and departing personnel and vehicles into the appropriate record log.
- Act as an immediate fire piquet
- To carry out searches of vehicles, premises and persons
- To conduct roving patrols of the facility
- To leave the work area clean and tidy at the end of each guard shift

1.10 **Challenging Procedures**

Guards are to be briefed on the following challenging procedures and are to adhere to the Rules for the Use of Force:

- Challenge Personnel as specified in the post specific orders. Ask the person to stop and show his/her identification which should be checked thoroughly. Photo ID’s should correspond to the individual. If there are a group of people then they should be asked to approach one at a time.
- At night challenges should take place when the individual is approximately 30 steps away from the guard or within visible range and by clearly shouting “Stop.” The same procedure will be adopted as above.

1.11 **Guard Force Discipline**

Guards are to conform to the following rules and policy:

- To stand by the post in a professional manner, keeping always on the alert and observing everything that takes place within sight or hearing. There will be no sleeping while on post.
- Stay inside the guard post while eating lunch/dinner.
- Food will be eaten one guard at a time.
- Weapons will be “Made Safe” with the safety catch applied at all times.
- During shift changes the off going guard will conduct weapon NSP prior to handing over weapon to the on-going guard.
- Guards will stand or perform a roving patrol of their post. They will not be in the guard shack except for eating food or taking their 5 minute break.
- Guards are authorised a 5 minute break every 2 hours if manpower is available – shift supervisors to assist.
- To receive, obey and pass on to the sentry who relieves me all orders from the Guard Supervisor and operations room.
- Ensure that all RUF/ROE are followed properly if needed to stop vehicles/pedestrians acting suspiciously trying to enter the facility.
- Guards will perform radio checks every half hour while on duty.
- Guards will keep the gate closed at all times unless its needs opened to allow vehicles in.
• No visitors from other companies are authorized to visit Britam guard personnel whilst on duty, make arrangements to visit them after hours.

• The guard at the main ECP is responsible for initiating the Emergency Security Alarm system (ESA) in case of emergency situations (not applicable). Guards must be briefed on the proper operation of the camp attack alarm. In the event of the TMC coming under attack a continuous alarm will sound, for other Sites coming under attack the GF will sound the horn three (3) times, at the all clear the horn will sound three (3) times. An alternative alarm will be a whistle, camp attack a number of short whistle blasts, the all clear long continuous whistle blasts.

• Uniforms will be worn properly while on post and conform to the following dress regulations:
  o Helmet and Body Armour will be available if required.
  o PPE will be worn as per the instructions from Halliburton HSE. Rig sites are broken in zones, each zone has specific PPE requirements.
  o Shirts buttoned as per Britam regulation dress code.
  o Shirts sleeves rolled down at all times.
  o Issued boots worn and laced fully.
  o ID card displayed at all times
  o No smoking while on post
  o No cell phones to be used on post except for emergency use.
  o To report all violations of orders, inform GFC, shift supervisor
  o To remain at post at all times and only leave when properly relieved.
  o Restroom breaks must be authorized.
  o Guards are not talk to no one except in the line of duty.

1.12 Guard Force Uniform

Individuals are to wear the following clothing whilst on duty:

• Hat with the brand name
• Britam issued trousers
• Britam issued shirt
• Belt
• Britam issued T-shirt
• ID Card
• Weapons Card
• Issued boots
• Chest webbing or magazine carrying bag
• Warm weather clothing when required
1.13 **Guard Force Equipment**

Essential equipment to have on post is as follows:

- AK 47 and three (3) magazines
- Set of Body armour
- Note pad and pen/pencil
- Flashlight
- (2) Litres of water (minimum)
- Duty Log
- Set of guard tower orders

*N.B.* – All personnel will be armed with weapons slung and have PPE to hand unless the threat state changes.

1.13.1 **Weapons**

Authorised and qualified personnel are to be fully familiar with the graduated Rules for the use of Force as laid down by Britam.

1.13.2 **Challenging**

Guards are to be briefed on the following challenging procedures and are to adhere to the Rules for the Use of Force:

- Challenge Personnel as specified in the post specific orders. Ask the person to Stop and show his/her identification which should be checked thoroughly. Photo ID’s should correspond to the individual. If there are a group of people then they should be asked to approach one at a time.

- At night challenges should take place when the individual is approximately 30 steps away from the guard or within visible range. And by clearly by clearly shouting “Stop” The same procedure will be adopted as above.

1.14 **Guard Force Training and Refresher Training**

All Britam guard force members are required to pass guard force training at the Britam Training Centre at Burjasia prior to commencing duties. Guard force who have had a prolonged delay, between completing training and deploying to their operational assignment, will receive further refresher instruction prior to commencing their duties. This instruction can be conducted at the Britam Training Centre in Burjasia or on the Majnoon camp. This refresher training will include a weapon handling test and may include as a minimum:

- Guard force duties & responsibilities.
- Rules for the Use of Force.
- Site orientation.
2.0 RULES FOR THE USE OF FORCE

NOTHING IN THESE RULES LIMITS YOUR INHERENT RIGHT TO TAKE ACTION NECESSARY TO DEFEND YOURSELF.

2.1 USE OF DEADLY FORCE

Deadly force is that force which one reasonably believes will cause death or serious bodily harm. You may use NECESSARY FORCE, up to and including deadly force against person in the following circumstances:

- In self-defence.
- In defence of client personnel, support staff and Britam Personnel
- To prevent life threatening offences against civilians.

2.2 GRADUATED FORCE

You should use graduated force where possible. The following are some techniques you can use if their use will not unnecessarily endanger you or others:

- **SHOUT:** Verbal warning to HALT in native language.- (KIFF-ARMIK = STOP OR I WILL SHOOT) (ERMY SELAHACK = DROP YOUR WEAPON)
- **SHOVE:** Physically restrain, block access or detain.
- **SHOW:** Your weapon and demonstrate your intent to use it.
- **SHOOT:** To remove the threat only where necessary.

2.3 IF YOU MUST FIRE YOUR WEAPON:

- Fire only aimed shots.
- Fire with due regard for the safety of innocent bystanders.
- Immediately report incident and request assistance.

2.4 CIVILIANS

Treat Civilian with Dignity and Respect.

- Make every effort to avoid civilian causalities.
- You may stop, detain, search, and disarm civilian persons in accordance with the SOP’s.
- Civilians will be treated humanely.
- Detained civilians will be turned over to the Iraqi Police or Coalition Forces as soon as possible.

2.5 WEAPONS POSSESSION AND USE:

- You must carry proof of weapon authorization.
- You will maintain a current weapons training record.
3.0 COMMUNICATIONS PLAN

The radio system set up at all locations consists of the Motorola Handheld (GP340) hand held radios held by all Managers/Supervisors and all guard personnel. The base station is situated in the operations room and is controlled primarily by the operations manager, Expat Coordinator, LN coordinator through the watch keeper (night).

All personnel operating on all rig sites must carry a radio with him at all times, this must be used to inform the operations room of any movement, emergency situation or intentions. The radio must be set on channel 4; this channel will receive the base station. The following channels will be used throughout:

- PSD Operational/Intra Field Channel 16
- Administrative Channel 3
- Guard Force Channel 10
- HB Channel 6

3.1 Telephone Contact List

Each GSM mobile phone and Thuraya satellite phone will have a complete list of operational and emergency numbers. The operations and emergency telephone numbers list will be held by the operations manager who will continually update the list where applicable.

3.2 Equipment Management

- A radio check is to be carried out each morning before leaving location and thereafter each move throughout the duration of the task.
- Batteries are to be recharged every evening and, once full, marked and dated with the chalk provided.
- Each operative is to carry a spare battery at all times

3.3 Voice Procedure

Correct voice procedure (VP) should be used at all times. Due to the speed of communication required VP should be reduced where possible to single words or short statements. Call signs should be strictly adhered to due to the amount of traffic that can occur on the network system. Always use established codes or call signs for names, locations and activities. Never mention names, locations or activities in clear.

3.4 Emergency Contact Numbers

Key personnel and emergency contact numbers are as follows:

- Operations Room – 0780-378-1947 / 07817503519
- Operations Manager - +964 (0)7809-178-285
- Watchkeeper (Night) -0781-806-2135
4.0 ACCESS CONTROL PROCEDURES

4.1 Description

Access control systems allow authorised personnel and material to move through normal access routes while detecting and delaying movement of unauthorised personnel and material. Access control adds little, if any, enhancement to a structures physical barrier. The use of the simple badge with access control systems must be integrated with other components of the overall physical security system to be effective. This will ensure that personnel seeking entry to the protected area are queued at the control points. As in the case of the Halliburton facility, the simplest system is used, control of personnel access to protected areas is based on a basic authorisation criterion, the photo identification badge. The guard visually checks credential or photograph, or compares badge with duplicate badge held at each entry point. Once authorisation is established, access is granted by waving the person through the control point.

The main access point to the facilities sites shall be via the main ECP. The GF Sup will ensure that no unauthorised persons enter the facility premises. Authorized personnel are those members of staff, contractors, suppliers, and legitimate visitors with valid identification cards or pre-authorised personnel as directed and signed for by Shell/Halliburton management. The pedestrian gates and the vehicle gates shall remain closed until the person or vehicle wishing to enter has been vetted and authorised to enter.

These site access control procedures are intended to provide the guard force supervisor a mandatory set of orders in order to comply with the Britam security requirements, standards and policy. The GF will form an integral part of the base defence plan and compliment the physical and technical security measures. The GF will cover the vulnerable positions such as the Entry Control Point’s (ECP) and emergency exits; it will be responsible for the screening of all vehicles and personnel entering the TMC/MJE20/MJE22/MJE24 & Pad B facilities including visitors. Over watch of the main ECP gates at the sites will be provided by the GF towers in the immediate vicinity. All towers are linked by VHF communications.

4.2 SAFETY NOTICE: Well Sites (MJE20/MJE22 & MJE24)

4.4.1. Mobile phones are not allowed to be taken into the rig sites; personal phone’s will be handed over and secured at the GF hut. Only designated individuals will be allowed to carry mobile phones on the rig site.

4.4.2. Lighters are not allowed to be taken onto the rig site; lighters found will be handed over and secured at the GF hut. The designated smoking area will provide non-flame lighters at this location.

4.4.3. Smoking is not allowed on the rig sites, only designated smoking areas are to be used.

4.4.4. Cameras are not allowed on the rig sites; cameras found will be handed over and secured at the GF hut. Only designated individuals will be allowed to carry cameras on the rig site.

4.3 Overview

The GF will be posted at all the Entry Points to the TMC/MJE20/MJE22/MJE24 & Pad B, the guard force are responsible for ensuring all Shell, Halliburton, sub-contractors, Britam employees and visitors have the appropriate access badges/authorised passes and documentation to gain access to those sites.
The main ECP at the sites will control restricted vehicle access, pedestrian access and direction control to the car park. The ECP will be manned by two (2) armed guards which will be bolstered by the guard supervisor and PSD security teams should the threat status increase. All personnel will be armed with weapons slung and have PPE to hand unless the threat state changes. All logistical vehicles will be controlled by the GF Supervisor.

The following entry points within the TMC/MJE20/MJE22/MJE24 require the proper access control documentation:

- Main Vehicle Entry Control Point
- Pedestrian Main Search Room
- Badging Office

### 4.4 New Arrivals - Induction Process

All personnel arriving at the TMC must check through the guard room, this is compulsory for everyone, no exceptions. At this stage all clients/personnel will be issued a temporary T. card with their name written on it.

Once checked through the guard room all clients/personnel will be escorted to the BRITAM operations room to receive their Security Brief, at this time they will be handed contact numbers in the event of any emergencies.

After the security brief they will be escorted to the Medical clinic where they will be presented the HSE and Medical brief.

After receiving the HSE and medical brief they will be escorted to the billeting office to sign in, be issued body armour and a key to their room.

After receiving the HSE and medical brief, they will be escorted to the Journey Management Department and be issued their printed T. Card with their name on it. As soon as this is done, clients/personnel take the T. card to the guard room and replace the visitors T. card with the permanent T card.

Clients/personnel who will be residing on the rigs will be escorted to their location by Britam escort drivers, they will be received at the rig by Britam GF supervisor who will ensure their T card are placed in the IN wrack, be presented by a rig security brief and then handed over to the rig manager.

### 4.5 T. Card System

The T. card system is used throughout the project and is in force at all rig sites and facilities. The system is easy to use and will give a quick indication on who is IN and who is OUT of these locations, it is extremely effective when used in emergency cases to ascertain quickly personnel who are present and who are missing.

All personnel including visitors will be issued a T. card upon arrival at a location. Residing personnel at the facility will be given a permanent T. card. Visitors will be given a temporary T. card for their visit. The T. card system is situated at the TMC at the badging office, all rig sites T card systems are based in the search area.

The T. card system is made up of T. cards and metal wracks to which the T. card is secured and placed. There are two types of wracks, the IN wrack where the individual who is inside the facility should place his T. card. The other wrack is called the OUT where the T. card is placed when the individual is out of the facility.
There needs to be a concerted effort by individuals who must make sure their T. card is in the proper wrack according to where they are at that time. It is also important that all personnel will walk IN and OUT of the facilities and Rig sites to ensure they adjust their T. card accordingly. All clients arriving / departing must walk through the facility in order to make the adjustments.

4.6 Task Summary
The summary of guard post tasks is as follows:

- Personnel and vehicle screening (Accreditation check/vehicle and personnel search).
- Escorts to visitors and deliveries.
- Over watch of the ECP and surrounding area (ECP’s).
- Early warning – Complex attacks/IDF attacks/VBIED.SBIED/Small Arms etc.
- Post IDF Attack Safety.
- Fire Evacuation Duties.

4.6.1 Guard Force Posts
The guard posts are illustrated in the generic diagram at the end of this document, Annex A, using the TMC as an example to cover the positions at all locations.

4.7 Situation
The ECP Point Sentry position will be manned by two (2) armed LN guard force. You will be situated at the front of the ECP and entrance to the traffic lane. Your orders are to affect the following:

- Control restricted vehicle access.
- Check accreditation of drivers.
- Consult the Shift Supervisor or GF Sup if unsure of accreditation or authorised access.
- Direct all non-approved access vehicles to the visitor parking area.
- Direct pedestrians/drivers/passengers/visitors to the screening point if required.
- Conduct a thorough vehicle search procedure of all vehicles.
- Allow access ONLY on completion of the above.

4.8 ECP Detailed Vehicle Search Procedures

4.8.1 Location
You are at the vehicle search lane at the access control point. You will be issued a search mirror, a flashlight, a reflective vest or belt, a copy of the local standing operating procedure (SOP); this is a directive to search an identified vehicle for suspected explosive devices or prohibited items.

4.8.2 Objective
Search the undercarriage, the exterior and interior of a vehicle, and find any explosive devices or prohibited items present

4.8.3 Search Procedure
Conduct the following procedure:

- Stop the vehicle by using hand-and-arm signals.
- Ascertain whether vehicle will be allowed in or directed to the car park

**DANGER - ALWAYS POSITION YOURSELF SO THAT YOU ARE HIGHLY VISIBLE TO TRAFFIC WITH GOOD APPROACH SIGHT DISTANCE, AND WEAR REFLECTIVE VESTS SO THAT THE VEHICLE DRIVER CAN SEE YOU EASILY. NEVER STEP INTO THE PATH OF AN APPROACHING VEHICLE TO DIRECT MOVEMENT OR STOP THE VEHICLE.**

- Direct the driver to turn the engine off and apply the parking brake.
- Interview the driver and vehicle occupants.
- Identify yourself to the driver and occupants.
- Inform the driver that his vehicle must be searched as a condition for entry into the facility.
- Identify each occupant by physically taking possession of and looking at their Jinseeya / PSC badge / Shell ID / Halliburton ID/ state driver's license, or another form of a government-issued ID photo, and comparing the photo to the person.

**NOTE - Notify your shift supervisor or the GF Sup if you feel that the photo does not match the person being identified or if the ID has been tampered with.**

- Determine the specific reason why access to the facility is required by asking questions such as:
  - Where are you going?
  - Who are you going to meet?
  - What is the time of your meeting/delivery?
  - Can I see confirmation of your delivery receipt?
- Maintain eye contact with the driver throughout the interview, and report suspicious behaviour to the supervisor.
- Direct the driver to open all interior compartment doors, the hood, the trunk, and rear doors (if applicable) of the vehicle, while maintaining constant observation.
- If required (Delivery personnel) direct the occupants to exit the vehicle and move to the pedestrian search area. He will then be issued visitor and vehicle pass.
- Search the undercarriage of the vehicle using the search mirrors.
- Check for indicators such as new frame welds; items taped or attached to the frame; an unusual looking exhaust; a fresh undercoating; and signs of recent installation of components such as a fuel tank, exhaust, or other items.
- Search the exterior of the vehicle (360 degrees) and check for general indicators of explosive devices or prohibited items such as:
  - Anything unusual in factory-built compartments.
  - New or shiny bolts and/or screws.
  - Unusual scratches, possibly made by screwdrivers, wrenches, or similar tools.
  - Signs of tampering, such as broken parts or bent sheet metal.
- New or broken welds.
- Unusual fingerprints of grease and/or oil in otherwise clean areas.
- Fresh wiring and electrical tape.
- Missing or altered vehicle registration plate.

**WARNING** - ALWAYS ENSURE THAT THE ENGINE IS OFF AND THE PARKING BRAKE IS SET BEFORE BEGINNING THE INSPECTION.

- Search the engine compartment:
  - Look for a large battery box or extra battery.
  - Look for odd and/or clean wires.
  - Look for freshly painted areas, new welds, and shiny bolts.
  - Check the hood to see if it feels heavy when opened and closed. Have the driver open the hood, but move the hood up and down yourself.
  - Look for larger components (air cleaner and fan blade shrouds).

**WARNING** - NEVER PLACE YOUR HANDS IN THE VICINITY OF THE FAN BLADES WHILE CONDUCTING THE SEARCH. SOME VEHICLES ARE EQUIPPED WITH AN AUTOMATIC COOLING SYSTEM THAT MAY CAUSE THE FAN BLADES TO START OPERATING AFTER THE IGNITION SWITCH IS IN THE OFF POSITION.

- Search the boot or freight compartment, if applicable (delivery vehicles):
  - Check under the boot mat and/or carpet.
  - Check for strange smells.
  - Look for a raised floor.
  - Listen for no hollow or inconsistent sounds in the walls.
  - Look for an unusual space between the back seat and trunk wall.
  - Look to see if the spare tire is not flush with the floor.

- Search the interior of the vehicle:
  - Search the dash, including; Electrical components - See if the components function or if the light emitting diode (LED) is on when the vehicle power is off.
  - Plugged air vents.
  - Broken or missing blowers.
  - Look for a false compartment in the glove box.
  - Look for unusual lumps or bulges in the front and/or rear seats.
  - Feel for rigid front and/or rear seats.
  - Look for a false or modified ceiling.
  - Look for an unusually thick floor.
  - Release the driver and occupants along with their accreditation if nothing suspicious is found.
• Assist/direct the driver through the traffic system.

**Action to be carried out if you identify anything suspicious**

• Never attempt to handle or disarm suspected explosive devices.
• Suspend all radio and cellular phone traffic around the vehicle.
• Secure the driver and all occupants of the vehicle, and notify the supervisor.
• Immediately evacuate the surrounding area.
• Secure the scene until it is cleared by explosive ordnance disposal (EOD) personnel or until properly relieved.
• Release the driver and occupants to the supervisor or Iraqi military along with any documentation and identification collected.
• Close all barriers and assume cover you areas of observation.

### 4.9 Actions on Delivery Vehicles Entering TMC/MJE20/MJE22/MJE24 or Pad B

#### 4.9.1 Procedures

• Delivery vehicles can access the camp with the proper documentation after the driver obtains prior authorization from Halliburton Management.
• The guards must be notified 24hrs in advance of any deliveries due to take place and by what means
• The vehicle waybill must be checked against the manifest
• The guard must notify the reception/relevant person of the arrival of the delivery
• This must be recorded along with the time of arrival and departure
• The vehicle shall be directed to its offloading/loading location and given a pass
• On completion of off-loading/loading, the vehicle shall leave the base by the main gate returning the pass to the guard post and presenting the necessary paperwork authorising its cargo.
• The vehicle then is logged out concluding the visit
• All deliveries must be made during working hours.

The following actions will be carried out by the GF for any delivery vehicle entering the camps.

• Direct the driver to turn the engine off and apply the parking brake before the barrier. Do not block vehicle entrance to the facility.
• Interview the driver and vehicle occupants.
• Identify yourself to the driver and occupants.

Inform the driver that his vehicle must be searched as a condition for entry into the facility. Determine the specific reason why access to the facility is required by asking questions such as:
- Where are you going?
- Who are you going to meet?
- What is the time of your meeting/delivery?
- Can I see confirmation of your delivery receipt?
- The ID of the driver will then be checked, if the ID is correct he will debus, walk to the searching room, be searched, walk to the badging office, sign the register, be issued with a visitors pass in lieu of his Jinseeya, hand in cell phone, be issued a vehicle pass, walk back to his vehicle and await further instructions. The driver/visitors other possessions will be left in the badging office until they leaves the facility.
- Other occupants of the vehicle will go through the same process as the driver, once he receives his visitor’s pass he will remain in the visitor’s room until picked up by the host department.

All cell phones and electronic devices will be held securely in the guard house along with their ID until they leave site facilities
- The driver of the vehicle will be told to drive forward to the searching bay.
- Once in the searching bay, both drop arm barriers will be down and secured.
- The vehicle will receive a mirror search.
- Once the vehicle has been searched, the driver will be allowed to drive through the main ECP, park up, wait until the representative of that department comes to meet the vehicle and occupants.
- Once the manager has met the vehicle and passengers he will guide them to the offloading area.

The unloading of the vehicle must be carried out under supervision; drivers and labourers must be escorted at all times until they leave the premises
- Once the task is complete, the driver and occupants will board the vehicle and drive to the main ECP.
- The driver and occupants will debus, go to the badging office, hand in their visitors badge, the driver will hand in the vehicle pass and then all will collect their ID card and possessions. They will then sign out.
- The passengers of the vehicle will then walk through and exit the search area and then be picked up by the driver of the vehicle.
- The driver will then walk back to his vehicle, embus and drive through the ECP, stop, pick up his passengers and then drive off.

Note: Before any freight vehicles enter the camp, all freight/boxes should be searched thoroughly; this means that all freight/boxes must be checked for weapons and explosives.

4.10 Actions on PSD Vehicles Entering TMC/MJE20/MJE22/MJE24 & Pad B

The following actions will be carried out by the PSC PSD B6 AV entering site facilities:

4.10.1 BRITAM PSD
- All Britam PSD vehicles will be in possession of a site Vehicle Pass. This will include TMC, MJE20, MJE22, MJE24 & Pad B.
- All PSD vehicles will drive directly into vehicle search area, controlled by the GF
- Once in the searching bay, both drop arm barriers will be down and secured
- All PSD vehicles will receive a mirror search
- All PSD members will de-buss from vehicles to unload their weapons at the designated unloading bay. All rifles and pistols to be unloaded.
- All PSD members to em-buss prior to moving in to camp.
- PSD vehicles to park outside BRITAM operations room displaying vehicle pass on front window.

**Note:** BRITAM Intra-Field PSD call sign displaying the small badge located on the vehicle pass is exempt the mirror search.

The following actions will be carried out by OLIVE PSC B6 who reside at the TMC:

**4.10.2 OLIVE PSD RESIDING AT TMC**

- Olive Group PSC is the security provider for Shell clients whilst residing at the TMC
- All SHELL PSD vehicles will be in possession of a site Vehicle Pass. To include TMC only at this time.
- All PSD vehicles drive directly into vehicle search area controlled by the GF.
- Once in the searching bay, both drop arm barriers will be down and secured.
- All PSD vehicles will receive a mirror search.
- All PSD members will de-buss from vehicles to unload their weapons at the designated unloading bay. All rifles and pistols to be unloaded.
- All PSD members to em-buss prior to moving in to camp.
- PSD vehicles to park outside adjacent to the GF accommodation area, displaying vehicle pass on front window.

The following actions will be carried out by OLIVE PSD B6 AV when escorting CLIENTS to the TMC:

**4.10.3 OLIVE PSD Arriving with SHELL CLIENTS at the TMC/MJE20/MJE22/MJE24**

- Olive Group operations room should inform BRITAM operations room of SHELL clients expected to arrive at the site facility. Olive Group Operations number is 0780-934-4979/0781-750-5404
- On arrival at the TMC ECP Olive Group PSD will stop at the ECP. Only B6 AV with clients on board will have permission to enter the facility.
- All other PSD vehicles not carrying Shell Clients will remain outside in the car park area.
- All PSD authorised vehicles will drive directly into vehicle search area controlled by the GF.
- Once in the searching bay, both drop arm barriers will be down and secured.
- Once in the search area the PSD call sign carrying the Shell clients will be mirror searched only, the clients bags are exempt a physical search.
- All PSD members will be asked to show ID card; NO ID card –NO ENTRY. A vehicle pass will be issued and displayed on the window.
• All PSD members will de-buss from vehicles to unload their weapons at the designated unloading bay. All rifles and pistols to be unloaded.

• All PSD members to em-buss prior to moving in to camp.

• PSD call sign move Halliburton Main Office and drop off client. Handover SHELL clients to receiver.

• In the event of a client pick up PSD call sign will ensure clients embuss as quickly as possible, secure the clients in vehicle and move out.

• PSD call sign to depart the facility through main ECP, return ID visitors badge and vehicle pass.

The following actions will be carried in the event of other PSC PSD call signs arriving at the main ECP at TMC/Pad C/MJE24.

4.10.4 OTHER PSC PSD CALL SIGN’S arriving at TMC/MJE20/MJE22/MJE24

• Iraqi/other PSD call signs arriving at ECP will be asked by the GF for identification.

• The PSD call sign will be directed to the designated parking area where they will remain static. No other Iraqi/other PSD call sign will be allowed entry to the facility.

• In the event of the PSD call sign picking up a client the PSD TL will wait outside the search area until the client arrives. Once the TL receives the client/s they will embuss and depart the facility.

• On client/s drop of the client will enter the visitors search area, be searched including baggage if required.

• At badging office client will then hand over identification, be given a visitors badge, sign in, be directed to the visitor’s area to be received by the host. The client will remain in the reception area until he is received.

The following actions will be carried in the event of Oil Police Force (OPF) / Southern Oil Police (SOC) arriving at the main ECP at TMC/MJE20/MJE22/MJE24:

4.10.5 OPF / SOC vehicles arriving at the TMC/MJE20/MJE22/MJE24

• OPF/SOC call signs arriving at ECP will be directed by the GF force to the designated parking area.

• GF Supervisor/LN Supervisor must be informed as soon as the OPF/SOC arrives on site. It is the responsibility of the Expat GF Supervisor to greet the Commander and ask the reason for his visit.

• GF Supervisor will politely inform the commander that armed vehicles/vehicles are forbidden to enter the facility.

• OPF/SOC personnel requiring entry into facility will be required to go through the search and badging process as normal.

• The sponsoring department will meet and greet the commanders in the visitor’s area and ensure they are escorted at all times during their visit.

• Weapons will remain secure in the vehicles, it is forbidden to access facility with
weapons.

- An unloading bay is positioned in the car park area; under no circumstances will weapons be unloaded / loaded at any other location.
- All weapons are to be pointed in a safe direction at all times with weapons pointing down the tubes within the load/unload bay.

The following actions will be carried in the event of visitor’s vehicles arriving at the main ECP at TMC/MJE20/MJE22/MJE24:

4.10.6 Visitors vehicles arriving at the TMC/MJE20/MJE22/MJE24

- Visitor’s vehicles arriving at ECP will be directed by the GF force to the designated parking area.
- GF Supervisor/LN Supervisor must be informed as soon as visitors arrive on site. It is the responsibility of the Expat GF Supervisor to greet the visitor and ask the reason for his visit.
- GF Supervisor will politely inform the visitor vehicles are forbidden to enter the facility.
- Visitor to be ushered in through the search and badging process as normal.
- The sponsoring department will meet and greet the visitor in the reception area and ensure they are escorted at all times during their visit.
- Visitor’s weapons will remain secure in the vehicles, it is forbidden to access facility with weapons.
- An unloading bay is positioned in the car park area; under no circumstances will weapons be unloaded / loaded at any other location.
- All weapons are to be pointed in a safe direction at all times with weapons pointing down the tubes within the load/unload bay.

4.10.7 Workers arriving in a Bus at ALL locations

- Worker’s arriving in a bus at the ECP at the facility will be directed by the GF force to enter the vehicle search area, the driver will then be told to switch of his engine and to remain inside the vehicle.
- Once in the searching bay, both drop arm barriers will be down and secured.
- Once in the search area the bus will be mirror searched only, the driver of the bus will have his ID checked and be issued a vehicle pass which will be displayed in the window.
- The workers will then be asked to de-buss from the vehicle and make their way to the search/badging office.
- The workers will be given a physical check, bag check.
- The worker shall be issued a workers badge in place of their photo ID, at the main badging office once they have been recorded and signed in. The badge must be visible on the person for the duration of the visit in order to identify the person as a worker.
- Once the workers have been issued a workers badge they will wait inside the facility until the bus arrives where they will em-bus and be taken to their place of work.
Once the bus has dropped all workers off, it will make its way back to the main ECP where the vehicle pass will be handed back to the GF.

The bus will then leave the facility.

4.10.8 Clients and Visitors Departing TMC

All personnel departing from the project must book out through the TMC. Clients and visitors must adhere to the following rules when departing the TMC:

- Book out at the billeting office.
- Hand in your body armour.
- Clients/personnel will receive a RED card from the billeting office.
- Proceed through the guard room; adjust your T. card to appropriate OUT rack.
- PSD to receive Client/personnel in car park.
- Hand over RED card to PSD TL, no card no trip
- PSD TL to return RED card to billeting office.
5.0 PEDESTRIAN SCREENING AND ECP SECURITY ORDERS

5.1 Situation
The Pedestrian, baggage screening position will be manned by two (2) LN GF searchers. You will be situated at the access point and the search area. Your orders are to:

- Check accreditation of pedestrians before allowing them through to the badging office.
- Screen all pedestrians/drivers and vehicle occupants as directed by the shift supervisor.
- Consult the Shift Supervisor if unsure of accreditation or authorised access.
- Direct all non-approved personnel away from the access point.
- Direct drivers/passengers back to their vehicles upon completion of the vehicle search process.
- The GF searchers will check all bags going in and out of the TMC/MJE20/MJE22/MJE24 Pad B for contraband material, weapons and explosive devices.

5.2 Visitors Pass Procedures

- If a staff member is expecting a visitor, he/she shall inform the guards the previous day, giving the name, association and title of the visitor and expected time of arrival. The correct documentation is a visitor request form.
- If staff members organize a meeting, they shall inform the guards prior to the meeting with a list of the attending visitors as afore mentioned.
- The respective PSL sponsor is fully responsible for the whereabouts of their visitors at all times whilst in the facility. They are to meet their visitor(s) in the designated waiting room area and escort the visitor off the premises on completion of company business.
- All visitors to the TMC/MJE20/MJE22/MJE24 shall show some form of photo ID and announce their intentions to the security at the Main searching area stating the name of the host they intend to meet.
- The guard shall call the host to notify, confirm and announce the guest’s arrival.
- The visitor shall be issued a visitors pass in place of their photo ID, at the main badging office once they have been recorded, logged and authorised to enter. The pass must be visible on the person for the duration of the visit in order to identify the person as a visitor.
- Passes will be issued between business hours of 0600 - 1800 hours Saturday to Friday which will be monitored by the Guard Supervisor, each day for clients and previously arranged visitors. The GF member at the badging office is responsible for ensuring that all passes issued during the previous 24hr period have been returned, the visitor book completed and the passes returned.
- Visitors will be correctly documented before being permitted access to the TMC/MJE20/MJE22/MJE24.
- The visitor shall remain at the main gate until he/she is escorted to the host or the host meets the visitor at the main gate.
- The host shall accompany the visitor and is responsible for the visitor at all times while on the facility.
• After the meeting, the visitor shall be accompanied off the premises by the host after the visitors pass has been collected in return for their personal ID. Logging out shall conclude the visit.

**IMPORTANT:**

• If there is suspicion or doubt of a vehicle or occupants, admission or exit to the TMC/MJE20/MJE22/MJE24 by the vehicle or occupant may be refused.

• If visitors are to be issued with PPE prior to entry Halliburton will supply and distribute. This shall be signed for at the time of issue.

• All visitors will be required to have suitable protected footwear prior to being allowed access into the operational area.

• All visitors will be informed that the pass and PPE remains the property of Shell, and that all care must be taken to prevent loss.

5.3 **Visitors Pass Register**

When issuing the visitor pass the following detail must be entered into the visitor register:

• Date
• Name of person
• Visitors address
• Pass serial number
• Person department visiting
• Time in
• Signature
• Time out

5.4 **Detailed Pedestrian Search Procedures**

**Orders for the Searcher**

• Task – You are responsible for controlling entry to the TMC/MJE20/MJE22/MJE24 by means of personnel searching and baggage checks. You are to conduct your duties to the highest standard.

• Dress – You are to ensure that you only wear Britam issue clothing. Dress and appearance must be smart and professional.

• Work areas – You are to ensure that prior to the end of your shift that all bins and litter is cleared up.

• Conduct – You are not allowed to sleep, eat, smoke or use mobile phones at your place of duty unless permission is given by your supervisor.

5.5 **GF Search Procedures - TMC**

**Personnel - TMC ONLY**

1. Expatriates – All new expatriates **WILL** be searched on Arrival and on Final Departure from the site.

2. Local Nationals - All local Nationals **WILL** be searched IN and OUT of the facility at all times. When asked to be searched the following action must take place:
- Ask the person to place any bags on the search table or ground. Place mobile phones, keys any other item in the tray provided.
- Inform the person to adopt a search position – Arms stretched with legs slightly apart.
- Ask the person to remove his headdress and check the headdress head and neck area.
- Search thoroughly using clasped hands the arms, small of the back, belt line and legs including boots/shoes.
- If you are in any doubt about the foot wear then ask the individual to remove the shoes and search for false cavities.

**Personnel - MJE20/MJE22 & MJE24**

All Expatriates and Local Nationals WILL be searched IN and OUT of the facility at all times. When asked to be searched the following action must take place:

- **Mobile phones** are not allowed to be taken into the rig sites; personal phone’s will be handed over and secured at the GF hut. Only designated individuals will be allowed to carry mobile phones on the rig site.
- **Lighters** are not allowed to be taken onto the rig site; lighters found will be handed over and secured at the GF hut. The designated smoking area will provide non-flame lighters at this location.
- **Smoking** is not allowed on the rig sites, only designated smoking areas are to be used.
- **Cameras** are not allowed on the rig sites; cameras found will be handed over and secured at the GF hut. Only designated individuals will be allowed to carry cameras on the rig site.
- Ask the person to place any bags on the search table or ground.
- Inform the person to adopt a search position – Arms stretched with legs slightly apart.
- Ask the person to remove his headdress and check the headdress head and neck area.
- Search thoroughly using clasped hands the arms, small of the back, belt line and legs including boots/shoes.
- If you are in any doubt about the foot wear then ask the individual to remove the shoes and search for false cavities.

**NOTE** – Females are not to be searched by males other than the use of a magnetic search wand.

### 5.6 Action to be carried out if you identify anything suspicious

- Alert the Expat GF Supervisor
- Never attempt to handle or disarm suspected explosive devices in bags or on a person.
- Disarm the person if he is carrying any form of weapons.
- Detain the person with force in necessary and notify the supervisor.
- Immediately evacuate the surrounding area if he has an explosive device.
- Secure the scene until it is cleared by explosive ordnance disposal (EOD) personnel or until properly relieved.
- Close all barriers and assume cover you areas of observation

5.7 Actions on Pedestrian Entering the TMC/MJE20/MJE22/MJE24

Location - You are situated at the pedestrian access point next to the main ECP at the entrance to the facility. You will be issued a magnetic wand, a flashlight, a copy of the local standing operating procedure (SOP).

Objective – Physically search all pedestrians, as directed.

Procedure – The following actions will be carried out by the Britam Guard Force for any persons entering the facility:

- Ask the pedestrian to stop.
- Identify yourself to the pedestrian(s)
- Ask the pedestrian whether he has any weapons. If they are in possession of a weapon they must either take the weapon back to their vehicle where it will be secured by another member of his group or unload them immediately at the designated unloading bay.
- The guard will then greet the visitors asking their names, who they have an appointment with and what time they are expected.
- Inform the pedestrian that they will be required to be searched as a condition for entry into the facility
- If you have more than one person to search then call them forward one person at a time. The other sentry will watch the remainder
- The visitors will hand over any weapons, ammunition, cell phone or any other electronic devices to the guard who will log the items and secure them in the guard room.
- The visitor will then be subjected to a physical body search including any baggage he/she may have.
- Once cleared the visitor will be escorted to the badging office.
- The ID of the visitors will then be checked, if the ID is correct it will be exchanged for a visitors pass issued from the guard. ID includes; ID card, driver's license, jinseeya or another form of a government-issued ID photo, and comparing the photo to the person. At this stage the visitor will be sign in.
- The ID will then be placed with the visitors other possessions in the guard room until the visitor leaves the facility.

NOTE - Notify the guard supervisor if you feel that the photo does not match the person being identified or if the ID has been tampered with.

- The visitors will wait in the reception area, be met by the visitors sponsor who will escort them around at all times until meeting is finished.
- On completion, the visitor/s will be escorted back to the badging office, return the visitors badge, pick up possessions and sign out. Visitor will then be able to leave the premises.
5.8 **Actions on Entering TMC/MJE20/MJE22/MJE24 (UNANNOUNCED)**

The following actions will be carried out by the GF for any person or persons entering the facilities Unannounced:

- The first question asked on arrival at the Entry Control Point will be if the person or persons have any weapons. If they have they must unload them immediately at the unloading bay.
- The guard then will meet and greet the visitors asking them their names and who they wish to see.
- The visitors will then hand over any weapons, ammunition, cell phones or any other electronic devices to the guard who will then log the items and secure them in the guard house. They will then have a scanned search of the body to make sure they have nothing on the body that could cause harm or damage.
- The ID of the visitors will then be checked. If the ID is correct it will then be exchanged for a visitor’s pass issued from the guard. The visitor will then be signed in. The ID will then be placed with the visitors other possessions in the guard house until the visitor leaves the facility.
- The visitor/s will then be directed to the reception area where they will wait until the person they have come to see has been contacted and will come to escort them to their place of work.
- After the meeting is finished the visitors once again will be escorted by the host from the meeting location back to the badging office, where the visitors pass will be handed in, they will sign out, in exchange for their possessions that were secured in the guard house.
- The visitor/s will then be free to leave the premises.

5.9 **Actions on WORKERS Entering TMC/MJE20/MJE22/MJE24**

The following actions will be carried out by the GF for any worker entering the facility Unannounced:

- The first question asked on arrival at the Entry Control Point will be if the person or persons have any weapons. If they have they must unload them immediately at the unloading bay.
- The guard then will meet and greet the workers asking them their names, who they are working for and what area they work in. If there are a number of workers they will be held in the holding area to the front right of the guard house until called forward to be searched.
- The workers will then hand over any cell phones or any other electronic devices to the guard who will then log the items and secure them in the guard house. They will then have a scanned search of the body to make sure they have nothing on the body that could cause harm or damage.
- The ID of the workers will then be checked. If the ID is correct it will then be exchanged for a visitor’s pass issued from the guard. The ID will then be placed with the visitors other possessions in the guard house until the worker leaves the facility.
- The workers will then be directed to the waiting room where they will wait until their escort arrives.
- At completion of visit, they will be escorted back to the badging office where they will hand back visitors pass, sign out, in exchange for their possessions and ID.
- The visitor/s will then be free to leave the premises.

5.10 **Badging Office Procedures**

The Badging Office will be manned by two (2) LN GF. Your orders are to:
Ensure all TMC personnel entering the badging office move their ‘T’ cards to the in or out ‘T’ card board, depending if they are entering or leaving the TMC.

Ensure that the visitor’s entry log is maintained accurately.

Distribute the visitor’s badges, ensuring each visitor has one before allowing them through into the TMC.

Collect all visitors’ badges when they leave and ensure they are properly logged out in the visitor’s log book.

You are to ensure the Badge Office is kept in a clean and tidy condition throughout your tour of duty.

5.11 Actions on GF Escort Duties

Escorts will be provided to any non-project personnel that are required to access the facility. One GF escort will be directed by the shift supervisor to escort the person to the place of duty. The visitor/s will be issued with a visitors badge in lieu for Jinseeya or ID from the visitor. Your orders are to affect the following:

- Meet and Greet services.
- Escort Duties.
- Provide escort to the visitors within the facilities.
- Act as an early warning by reporting any emergencies to the Shift Supervisors.

5.12 Detailed Procedures for Escort Duties

Conduct the following procedures:

- You will be directed to escort visitors on site and where to take them.
- You are too kindly introduce yourself to the visitor and inform him/her to follow you to the individual who will host the visitor.
- You are to remain with the visitor until told to do so.
- You are to return to the visitor if instructed to do so and collect and return badges.
- You will be responsible for ensuring that the visitor is escorted to a safe area should anything untoward happen throughout your duty.
- You will assume your normal duties on completion of the task.

5.13 Complaints against the Guard/Screener

All complaints against the guards should be taken very seriously and investigated fully. The search area is an area which on occasions with may have a number of high level dignitaries passing through it so the conduct of search guards should be exemplary. Any complaints should be logged down and the guard/screeners should be questioned. If the guard has found to be at fault then this might be grounds for disciplinary action in accordance with Britam disciplinary procedure.
6.0 TOWER SENTRY SECURITY ORDERS

6.1 Situation
The tower sentries will provide 24 hour security overwatch of the immediate area surrounding the facility. The area of interest is toward the Iranian border to the East of the facilities. Towers are located close to the main ECP to ensure a tactical overwatch on the search area and access road leading to the main ECP is observed. The remainder of the towers are positioned inside the outer perimeter wall covering the main surrounding areas with interlocking arcs of observation. These towers will be manned by an armed Local National issued with the appropriate means of observation and communications. The number of towers in each location is:

- TMC – Four (4) towers
- MJE20 – Seven (7) towers, 4 to be manned
- MJE22 – Seven (7) towers, 4 to be manned
- MJE24 - Seven (7) towers, 4 to be manned
- Pad B – One (1) tower to be manned

The main role of the GF towers are:

- Provide ECP over watch
- Provide over watch of the surrounding areas and report any suspicious activity by radio to the shift supervisors.
- Act as an early warning by reporting any incidents to the Guard Supervisor.

6.2 Detailed Procedures Tower overwatch ECP

Location - You will be providing overwatch of ECP including the approach road to the entry point.

Objective – Provide security for the ECP team, security of the main gate and act as an early warning.

Procedures – Conduct the following procedures:

- You will be posted and rotated by the Guard Supervisor.
- You will take control of your station and report to the shift supervisors by radio every 30 minutes.
- You will observe the area as directed by your shift supervisor.
- You will report any suspicious activity by radio and obtain details of the activity.
- In the event of an Armed Assault on the facility/IDF attack or any other type of emergency you are to report this immediately over the radio
- You will take cover in your tower in the event of an IDF attack – PPE will be worn at all times.
- Graduated Force Procedures are to be used if any suspicious persons approach the facility or your position. The following reporting FORMAT is to be used:

  - WHO
Always make a **complete Logbook** entry directly after incident!! Keep communication with Ops room till help (ERT/Supervisor) arrives!!

6.3 **Action to be carried out if you identify anything suspicious**
- Inform your shift supervisor over the radio immediately.
- Use graduated Force Response procedure where required.
- Use the Rule for the Use of Force if it is necessary to use your weapon.

7.0 **PATROLLING ORDERS**

7.1 **Purpose**
The purpose of this order is to provide a roving patrol at night, if it is required, with direction and instruction to ensure maximum protection and safety of all personnel inside the facility.

7.2 **Composition**
The roving patrol will consist of 2 security guards.

7.3 **Duties**
The primary duties are to conduct random and irregular patrols on the interior of the facility, the objective of these patrols are:
- Deter potential intruders by overt patrols
- Detect intruders
- Delay intruders
- Detain intruders
- Detection and prevention of fire
- Detection of damage of Halliburton/Britam property
- Act as Fire Piquet and alert sleeping personnel in the event of a fire in any accommodation area.

7.4 **Patrol Checklist**
- Check the perimeter wall and fence
- Challenge any person whom cannot be readily identified as a Halliburton/Britam staff member or visitor
- If an intruder is detected apprehend and detain in accordance with the ROE.
- If an IED or suspect IED is discovered instigate the bomb threat measures.
- Check car park within the perimeter
- Check all offices
• Check all accommodation areas for fire and theft.
• Check the locks of the gates / doors that should be locked are locked, e.g. the operations room and emergency gates

7.5 Emergency Exit Gates
The Emergency Exit Gates are situated within the facility, its main purpose is to extract personnel/vehicles should there be any form of an incident at the ECP that would require personnel to be extracted from the facility, or, if the main ECP was blocked off because an incident taking place. The route out of the emergency gate needs to be ERW cleared to facilitate this action. Unfortunately the TMC does not have an alternative route out to a safe area from the emergency gate; the road way leads back to the front of the facility. Your orders are to affect the following:
• Allow emergency exit from the facility.
• Allow emergency access into the facility.
• Provide a security and clearance sweep of the rear of the facility checking for possible ERW post an IDF attack.

7.6 Dress.
Only issued uniforms will be worn as directed in the Britam Guard Force Uniform Policy & Procedure document. All personnel are to be in possession of the RUF card, identification cards and notebooks & pencils. Body armour and helmets will be at hand or worn as per the threat status for the period of your duty. The Guard Commander is to carry out a full inspection prior to changeovers.

7.7 Actions ON.
The GF must be briefed on the actions on by the GF Supervisor. The following action on drills will be contained in the GF SOP, you must make sure you fully understand and comprehend these orders. The following actions on must be considered:
• Detection of intruder; apprehend and detain
• Finding a Suspect device or IED/VBIED on/inside the Facility
• Suspect device or Vehicle outside/on the road surrounding the Facility
• Detonation of SBIED
• Mortar / Rocket fire Indirect Fire(IDF)
• Being subjected to small arms fire (SAF)
• Camp Attack – you are to man the inner perimeter of the camp under the supervision of the Guard Supervisor and await further orders from him or the Operations Manager.

7.8 Weapon Status
Weapons and ammunition will be issued according to the threat state. The Guard Commander is to supervise the load AND unload of all weapon systems. Weapon status, weapons will be made safe i.e. no rounds in the chamber with a full magazine on the weapon.

7.9 Fire Drill
In the event of fire close to your post SHOUT – FIRE! FIRE! FIRE! And report to operations room and attempt to extinguish it.
8.0 FACILITY ‘ACTIONS ON’ IN THE EVENT OF AN EMERGENCY SITUATION

8.1 Actions on Finding an Explosive Device whilst Checking the Pedestrian Baggage

In the event of an explosive device being found whilst checking the pedestrians bags you will be required to assist, as directed:

- The GF searcher to inform the GF Supervisor as quickly as possible
- Raise the security Alarm – (One continuous noise)
- Inform all GF Lock Down Lock Down
- All gates within the immediate area will be locked down and entry or exit from the compound will be prohibited.
- GF Supervisor to inform Operations Manager
- Clear the area of all offices/civilians for a least 300m
- At the sound of the alarm all CLIENTS TO HARD SHELTER as quickly as possible with full complement of PPE
- Do not use radios or phones within the 300m
- Inform operations by the fastest possible means
- Detain the suspect

Procedures for unexploded devices be it vehicle born or not, should be strictly adhered to. The 5C’s should be followed:

Confirm:
- Confirming the presence of explosives after an initial suspicion of them being present is difficult and dangerous because involves somebody going close to the suspicious item again

Clear:
- Clearing the area must be an immediate reaction to the confirmation of explosives
- An area must be cleared to at least a 300metres perimeter of the device.
- Nobody should have direct line of sight of the device and must be in some sort of cover
- Personnel that have been searched should be sent escorted to a safe area
- All personnel that have not been searched should be immediately sent back out of the ECP
- Send CONTACT REP to the Operations room
- Operation Room to standby ERT, Medic and EOD alerted?

Cordon:
- A cordon should then be placed around the device to at least 300meteres not only to prevent anybody going into the danger area but to also getting any stragglers out.
- The cordon should be tight and strengthened once the ERT arrive.
- All routes into the danger area should be blocked
- Cordon members should be behind cover and out of line of sight if possible. Mobile phones and radios should not be used until at least 300meteres away

Control:
- Set up the Operations room as an incident Control Point.
- A thorough check should be carried out for secondary devices
- The searcher should be on hand to brief the Ops Manager, EOD or any tasked agencies going into the danger area.
A head count should be instigated to make sure all guards and arriving personnel locations and whereabouts is known.

Check:

- Constant checks should be made where possible by cordon members for persons wandering into the danger area and for possible secondary devices.

Procedures to be followed in the event of the guard force discovering an IED or observing a suspect vehicle attempting to enter the facility, the following procedures are to be followed:

- The individual or guard force member who discovers the suspected explosive device will immediately notify the Guard Supervisor.
- The Guard Supervisor will immediately order by radio, the gates and entrances to be locked down clear the area surrounding the suspected explosive device to be immediately cleared of all personnel.
- The Guard Supervisor will then provide a brief to all the guard force and confirm that the Operations Manager is aware of the situation.
- The Guard Supervisors/Operations Manager radio brief will include, but is not limited to the following:
  - All stations this is call sign #
  - Suspect Device,
  - Lock Down Lock Down
  - Clients will be moved to hard shelter
  - Cordon will go into effect

All gates will then be locked down.

The Operations Manager is to inform the Shell sec., HB Sec., DS1 of the following:

- Location of the device.
- Time device was located.
- The agencies required i.e. ERW Team etc.
- Identify a safe route for the ERW to take to the device.
- The location of the safe area.
- The location of the Incident Control Point (ICP).

The following will move to HARD SHELTER

- All Clients
- Guard Supervisor
- Operations Manager
- Guard Force
- On site PSD

The following procedures will take place.

- Members of the guard will be instructed to move through another exit and cordon the area either side of the incident to stop approaching traffic.
• The remainder of the guard will be directed to clear the buildings of all personnel in the immediate vicinity and move them to a safe area. All personnel are to be instructed to wear their PPE if at hand.
• Any person moving around the compound at this stage is to be called and directed to the nearest safe cover. This includes all workers.
• The remainder of the compounds will be swept for additional devices, manpower availability permitting.
• Once the area is secure and all personnel moved to a safe area, the Operations Manager will keep all personnel (periodically) informed as to the situation development. This information distribution can be by runner but must not be by radio.
• ALL CLIENTS WILL REMAIN IN THE HARD SHELTER UNTILL THE AREA HAS BEEN CLEARED INSIDE AND OUT
• The all clear alarm will sound, this will be the fire alarm with intermediate tones, only the Halliburton PM can sound the “All clear.”
• Once the all clear is given all Personnel will move to the designated Muster Point to conduct POB check list.
• Once everybody is checked off and accounted for, personnel are free to return to their duties or normal activities

8.2 Actions On – Explosive Detonation at the Facility

This procedure provides guidance for personnel, should the compound experience the detonation of a Vehicle Bound Improvised Explosive Device (VBIED), Improvised Explosive Device (IED), Suicide Borne Bomber (SBIED). In all likelihood, there will be extensive destruction and multiple casualties.

In the event an explosion occurring at the facility, the following procedures will be carried out:

• The nearest guard force will send the following contact report:
  • All stations,
  • Explosion, Explosion
  • Explosion at ……………..(LOCATION)
  • Lock Down, Lock Down
• The following action will take place:
  • The GF Supervisor /GF will raise the security alarm. (One continuous noise)
  • All gates within the immediate area will be locked down and entry or exit from the compound will be prohibited.
  • At the sound of the alarm all CLIENTS TO HARD SHELTER as quickly as possible with full complement of PPE
  • GF deployed on the outside will move east and west on road 500m to stop any traffic coming towards ECP and directing ERW.
  • All other persons will be directed to stay inside their buildings. If a building is affected by the blast then the Guard Supervisor will assess the situation, evacuate the building and if there are any casualties he will detail men to deal with these.
  • The Guard Supervisor is to ensure the Operations Manager is aware of the incident and he is to request for assistance from the emergency services and to inform HB sec, Shell sec, DS1.
• The Shift Supervisor will give the following details to the guard:
  • Hello All Stations
• Those assisting will move to the RV and the commander will carry out the following:
  - Recce of the area
  - Task further security to that area.
  - Task personnel to casualties or clearance of the immediate and surrounding areas.
  - Give a safe area.
  - Move Clients/persons to HARD SHELTER.
  - TRIAGE next to shelter
  - Identify and move to an ICP.
  - Guide agencies to impact area.
  - Prepare CASEVAC Helicopter on Standby
  - Equipment and security check instigated.
  - Consult those that need it or those directly involved in moving bodies

• Take safe cover and be aware of the possibility of falling debris. Remain in cover until the “all clear” is given
• Once all casualties have been removed and treated, all fires extinguished and the blast area inspected by ERW, the area around the detonation point will be secured by personnel. (These will be directed and chosen on the ground).
• Once done the all clear will be given and movement inside the Compound can continue.
• All other sentry posts are to stay extremely alert over this period as the threat of a secondary or follow up attack is high. The commander will act on the ground in the event of further infiltration or follow up attack.
• Once all casualties have been removed and treated, all fires extinguished and the blast area inspected by ERW, the area around the detonation point will be secured by personnel.
• HALLIBURTON CLIENTS WILL REMAIN IN THE HARD SHELTER UNTILL THE AREA HAS BEEN CLEARED INSIDE AND OUT
• The all clear alarm will sound, this will be the fire alarm with intermediate tones, only the Halliburton PM can sound the “All clear.”
• Once the all clear is given all Personnel will move to the designated Muster Point to conduct POB check list.
• Once everybody is checked off and accounted for, personnel are free to return to their duties or normal activities
8.3 Actions On – Procedures in the event of a Rocket or Mortar Attack, Indirect Fire Attack (IDF)

The IDF shelters are 7’ high and will provide shelter for no more than fifteen (15) personnel only if the ends are covered with overhead protection (sand bags) and the entranceways are fortified (sand bags). All IDF shelters should be clearly marked and have lighting on the entranceways during the dark hours.

In the event of an attack, a strike or a blind within the compounds the following procedures will be carried out:

- The nearest guard force will send the following contact report:
  - All stations,
  - INCOMING, INCOMING
  - Lock Down, Lock Down
- Raise the security Alarm – (One continuous noise)
- GF Supervisor to inform Operations Manager
- All gates within the immediate area will be locked down and entry or exit from the compound will be prohibited.
- GF Supervisor to inform Operations Manager
- At the sound of the alarm all CLIENTS TO HARD SHELTER as quickly as possible with full complement of PPE – Remember the 3 minute rule.
- Run as quickly as possible to the nearest safe cover, either to the inside of a building or inside one of the attack shelters located within the compounds. If inside a building you are to move away from all doors and windows and are to lie down, you are to don your PPE if at hand.
- If possible, attempt to count the number of rounds fired. If you do not hear the launch or the missile in transit, then the first indication will be the explosion of the striking rounds. If the rounds are already striking, lie down in a prone position immediately. Upon a lull in the strikes, move expeditiously to overhead, safe cover.
- Look and listen for the strike of the rounds landing and try to identify a location and/or a direction of the striking rounds or missiles.
- The following will move to the designated RV once the missiles have stopped:
  - The Operations Officer, having called for assistance if required.
  - The Guard Commander and remainder of the guard force.
  - QRF
  - Any other personnel called by the commander
- Those assisting will move to the RV and the commander will carry out the following:
  - Recce / Sweep of the area
  - Task further security to that area.
  - Task personnel to casualties or clearance of the immediate and surrounding areas.
  - Give a safe area.
  - Move Clients/persons to HARD SHELTER if not already there.
  - TRIAGE next to shelter. All medical trauma packs are to be taken to the designated safe area
- Identify and move to an ICP.
- Guide agencies to impact area.
- Request CASEVAC Helicopter on Standby (if available). The Operations Manager will be responsible for directing the evacuation procedures should this be required
- Equipment and security check instigated.
- Consult those that need it or those directly involved in moving bodies
- You are to inform the GFC/Shift supervisors if you discover any form of an unidentified object or unexploded device
- The Guard Supervisor and Guard Force will be responsible for marking the danger area

**Warning:**

Do not touch any unidentified, UXO or suspicious object.

Do not continue to move towards a suspected UXO.

Do not try to remove anything that is on or near a UXO.

Do not move or disturb a UXO.

- Once all casualties have been removed and treated, all fires extinguished and the blast area inspected by ERW, the area around the detonation point will be secured by personnel.
- **HALLIBURTON CLIENTS WILL REMAIN IN THE HARD SHELTER UNTILL THE AREA HAS BEEN CLEARED INSIDE AND OUT**
- The all clear alarm will sound, this will be the fire alarm with intermediate tones, only the Halliburton PM can sound the “All clear.”
- Once the all clear is given all Personnel will move to the designated Muster Point to conduct POB check list.
- Once everybody is checked off and accounted for, personnel are free to return to their duties or normal activities

### 8.4 Actions On – Small Arms Fire On/Inside Facility

The initial response will be:

- Secure scene with onsite GF, ERT and PSD Personnel
- Return fire if fired upon, or if a clearly identifiable threat is imminent, within the rules of the use of force.
- Report the direction of fire and areas to stay away from, to the operations room
- All, Gates / Checkpoints, ECP’s will shut down and be closed, for incoming traffic and pedestrians until the all clear is given
- All Britam supervisors will get their personnel under their control and move to assigned stand to positions locations, sites or areas identified that needs additional support with a detailed situation report on arrival and regular reporting thereafter.
- All personnel in accommodation, don protective gear and get below window sill height on the floor then take up position as quickly as the situation allows it, in the duck and cover bunkers.
- All personnel inside hard cover buildings should stay inside until cleared or requested to leave the building.
- Personnel in accommodation trailers, bunkers and hard buildings should do an accountability check (no strangers or unidentified persons between us)

8.5 **Report Status of Scene and Initial Casualty Report**

Reporting will be:

- WHO……………..WHO YOU ARE
- WHEN……………..TIME IT HAPPENED OR STARTED
- WHERE……………..LOCATION ,GRID OR PLACE
- WHAT IT IS …….SHOTS FIRED,IED,VBIED,INCOMING etc.
- WHAT YOU ARE DOING …OBSERVING ,ENGAGING,CORDONING AREA etc

Mass Casualty Response:

- More than three (3) = mass casualty response necessary.
- Less than three (3) = Dispatch medic to scene.

8.6 **Mass Casualty situation:**

- Identify vehicles and drivers to be used to transport injured from an identified
- Mass Casualty transportation to muster location. It is important to collect and report information as accurately as possible
- Have all assigned personnel report by team to pre-designated muster area for accountability.
- Report results to Operations Room to allow them to determine & respond to necessary force protection issues.  *(Freezes up Radio Chatter)*

8.7 **Casualty Evacuation :**

- Secure LZ in the event of Helicopter CASEVAC
- Call MEDEVAC Choppers through SKA phone,..
- Continue to triage wounded.
- Make sure all casualties are mustered at the designated helicopter landing Site (LS) Grid: 38RQV47300-38455
- Follow-on (initial responder needs to stay with wounded whenever possible all the way to the casualty muster point).

8.8 **Actions On – Suicide Bomber or Improvised Explosive Device**

A Suicide Bomber (Vest Bomber) or similar device can be devastating and explode with no warning. Immediate response drills must be implemented quickly to prevent loss when spotted or after explosion.

The blast wave from devices of this nature can accelerate within a built up area. Caution must be taken when locating people in safe areas, (unprotected windows).

The following indicators are there to help determine any hostile action but are not given and only guidelines:
- Any person refusing to remove excess clothing or refuse to expose themselves are to be looked at with suspicion.
- Person(s) with suspicious behaviour and looking unnaturally obese or fat compared to their natural build.
- Anyone wearing a jacket over normal clothes on a hot day or sweating profusely on a cold day should be watched very closely.
- Women will normally dressed in all black traditional dress while men will dressed in white, and shaven against the normal Arab believe to have a beard.
- Anyone approaching chanting or praying, outside the normal praying hours, showing some or all off the above signs should be handled with care and be told to standoff or clear the area around the person.
- Similarly, should you observe a person with a heavy bag or any suspicious looking objects approaching the facility, isolate the person and tell all other people to take cover.

In the event of a SBIED, Britam personnel are to:
- If a suspicious Person or parcel/bag is discovered and you have grounds to suspect this as an Improvised Explosive Device (IED), it must not be touched.
- Control is essential to the success of an incident of this nature. Procedures must be carried out quickly and effectively to establish the authenticity of any suspect device. The following procedures are to be carried out:
  - Sound the alarm and move into cover and keep the suspect person isolated.
  - Stand too stand too
  - Move clients to hard shelter
  - Do not attempt to move the suspect person or approach the suspect person or touch the suspect bag
  - Verbal commands will be given to SVEST /IED carrier force will be used within the ROE’S .
  - Try to get them out of the gates

_Cordon:_ Implement cordon procedures

_Control:_
- Any suspect person who does not respond to the signals and instructions to clarify his intensions, will be met with lethal force by security personnel in certain circumstances; however this will be down to the individual(s) or supervisor on the ground.
- Action against a threat of this nature is strictly governed by the ROE.
- Security Supervisor at incident point must be prepared to brief ERW/IA/IP, on situation on arrival at scene.
- Remain in cover until given the ALL CLEAR.
- THE ONLY SAFE BUILDINGS TO BE IN ARE THE HARD SHELTERS /DUCK AND COVERS
- Access points to the facility will be closed to all traffic and personnel until otherwise directed by Operations Room.
- The Operations Room to inform Shell Operations who will task ERW if required.
After the explosion or when the person or device is declared safe, conduct a full clearance of all areas.
Conduct an accountability check of all personnel.
Beware of secondary attacks

8.9 Actions On – Complex Attack against a Facility

A complex attack may range from ground assault, combined with Vest Bombers, VBIED’s, indirect fire, Sniper attack or a combination of all of the above and more.

All of these areas are high risk especially during dark hours. Reaction to an incident of this nature needs to be quickly reported and reaction times need to be swift and effective.

8.10 Immediate Action

GF to raise the alarm to everybody concerned including the operations room immediately. A detailed situation report to include casualty report due to taking fire must be sent.

Reporting will be:
- **WHO** YOUR CALL SIGN
- **WHEN** TIME.
- **WHERE** GRID OR PLACE NAME
- **WHAT** WHAT IT IS; VBIED, SHOTS FIRED, INCOMING, UNDER ATTACK
- **WHAT YOUR DOING** OBSERVING, ENGAGING, CORDON

The following procedures will take place:
- GF will act accordingly when a target is positively identified, return fire from his location and the threat is imminent, with the RUF in mind.
- Hold position until reinforced by ERT.
- The GF if required along with the GF supervisor deploy with the ERT to reinforce the location under threat, in their assigned Sectors.
- Shift Supervisor to send a detailed situation report to the operations room from incident location determining the threat to the location under attack.
- The Operations Manager will assess the situation and decide whether to implement the call up procedures for external military ERT or air support.
- The medic and the administrative medical support group will be situated AT THE HARD SHELTER MASCAL AREA NEXT TO OPS ROOM.
- All Shell/Halliburton personnel AND CONTRACTORS WILL BE DIRECTED FROM THE OPS ROOM NEXT TO THE HARD SHELTER THEY WILL ALREADY BE IN UNTIL GIVEN THE ALL CLEAR

8.11 Actions On – Procedures for Personnel that are informed of a Suspect Device or Vehicle on the Road surrounding the facility

If you are informed by a member of the Guard Force that there is a suspect explosive device outside the compounds or on any of the surrounding Streets, you are to comply with the following:
- Pick up your PPE and move safely and quickly to the Hard Shelter area as directed by the GF.
If directed by the GF, you are to wear your PPE and remain away from all doors and windows.
- Remain in the safe area until the “All clear” has been sounded.
- The Guard Commander will attempt to keep you informed as the situation progresses.

8.12 **Actions On – Actions to be taken by those involved in a rocket or mortar attack, strike or blind**

**THE SIGNAL FOR A MISSILE/MORTAR ATTACK WILL BE A CONTINUOUS SIREN**

The first indication of an attack will be the sound of the impacting missiles or a continuous warbling siren. If this is heard you are to:
- You are to take cover by moving to the nearest hard cover, building or shelter.
- Once inside you are to lie down, if your PPE is nearby you are to wear this.
- You are to remain in cover away from all doors and windows.
- In the event that there is a blind or unexploded missile or rocket you are to listen to the GF.
- If you see the object you are to report it immediately to the nearest guard.
- Remain in cover until the all clear is given or until you are asked to move to a safe area.

**THE SIGNAL FOR THE ALL CLEAR WILL BE AN INTERMITANT SIREN**

- Once the all clear has been given, you are to move quickly to your designated muster stations/RV.
- Heads of Departments are to account for ALL personnel before dispersal.

8.13 **Actions on Detaining a Suspect**

Detain the person at the search area when there are reasonable grounds for suspecting that an individual is:
- Under suspicion of carrying the explosive device into the facility
- Detain the person and escort him to a secure area
- Physical restraint may be necessary, get support if required.
- Inform the operations room

8.14 **Actions On - Contact with the Perpetrator in the Vicinity of the Search Room and Badging Office**

This is when the enemy is shooting **AT YOU** and you can clearly identify the firing point and the individuals firing:
- Get into some cover that gives you some sort of protection from the shots. Try and get all persons in the immediate area into cover as well including stopping cars and getting people out.
- Seek to identify the firer and firing point.
- If you are armed fire aimed single shots only.
- Inform your superior by radio and assist as necessary.
- Send a short Contact report to the operations room (ERT and Medic)
  - CONTACT CONTACT
  - SHOTS FIRED
  - LOCTATION
  - WAIT OUT.
- Once Contact is broken set up some sort of cordon getting all civilians out of the danger area and preventing anybody going back into the danger area.
- Await the ERT and other agencies to assist in the cordon and follow up situation.
- Send full Contact report:
  - WHO
  - WHEN
  - WHERE
  - WHAT
  - WHAT YOUR DOING ABOUT IT

8.15 Actions on an Intruder Being Detected

Should the GF detect an intruder entering any of the Sites through the wire or an intruder who is already inside the vicinity of the TMC/MJE20/MJE22/MJE24 or Pad B the GF will:

- Challenge the intruder, instruct him to remain where he is and detain him, whilst following the rules for the graduated use of force.
- One of the guards will cover the intruder with his weapon whilst the second guard searches him to ensure that he is not armed or carrying any type of explosive device.
- Once it has been and established that the intruder is unarmed the guards will keep him covered and inform the GF Supervisor of the situation.
- The GF Supervisor will immediately go to the scene and radio a situation report to the Britam Operations Manager.
- The Operations Room will contact the Oil Police at DS1, inform them of the situation and request their assistance.
- The intruder will be taken, under escort, to the search room where he will be detained until he is handed over to the Oil Police.