



Port Search Plan

(Berth 20 and RAG Revised 2014)

Port of Dover

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Associated Documents

- [1. Port of Dover Emergency Response Plan](#)
- [2. Contact Documents](#)
- [3. Contact Details by Zone Document](#)

1. Introduction

The Port of Dover is the largest passenger ferry port in northern Europe and an integral component in the UK economic structure. In 2018, 4,824,061 vehicles of all types and 11,783,869 passengers travelled through the Port. At peak times up to 450 lorries an hour arrive at the Port to leave the UK and the largest ships have the ability to carry over 1000 cars per crossing. The Port operates 24 hours a day and is a community in its own right comprising of the public, Port of Dover employees, our partners, ferry operators, Border Force staff, Kent Police and many other stakeholders. The Port area and environs have a unique combination of open areas and buildings, some of which are situated inside a Port Security Zone. These things together have the capability of making any search complicated and protracted.

This plan is an update to the previous Berth 20 and RAG search plans. It has been recognised that the circumstances and threat level under which those plans were created have significantly changed; therefore this new plan has been written with the intention of meeting current and future risks, with those previous plans updated and merged into one document.

During the planning process it was apparent that some of the terminology and activation methods of the previous Berth 20 plan are rooted into the core processes of the port community and to change these would cause undue confusion and unnecessary additional administration. Therefore, where appropriate those terms and activation methods have been maintained so as to promote continuity and a clear coherent response.

2. Aim

The aim of this plan is to provide a single, flexible, generic search procedure for the Port of Dover that is adaptive to **any** circumstance where a search is required; thereby reducing disruption to port business and undue complication as far as is possible.

3. Scope

The plan is oriented around the 'Zone Plans' of the Eastern and Western Docks, enabling a scalable, 'tactical' response to any search requirement. It is equally viable for other areas and buildings outside of those zones where a search is required and can be utilised whether a 'Critical Incident' has been declared or not.

All responsible persons must ensure that they are aware and fully briefed on the content of this plan.

4. Trigger

All searches will be intelligence led. The Port of Dover Police Duty Manager, having received credible information that indicates that a search is required, will instigate a 'tactical' search response appropriate to the information received.

5. Method

The Port of Dover Police Duty Manager in charge of the search, having due regard to the information received, will liaise with the Duty Harbour Master at all times and decide on whether Port Operations will be **suspended** or **maintained**, together with the extent of the area and/or buildings to be searched. This decision will determine the level of response by the port community.



There are two types:-

A - Port Operations is Suspended

This scenario is most likely where the information and intelligence received has been assessed as a risk to the safety of the public, port staff and business. The suspension of Port Operations is not a decision to be taken lightly and, depending on the given circumstances, may vary between the suspension of operations of one particular zone to the total suspension of business to the Eastern or Western Docks (Berth 20) or both.

See Appendix A for a 'pull out' section on Designated Areas of Responsibility.

B - Port Operations is Maintained

This is likely where the information and intelligence received indicates that a controlled zone by zone search is required, and where a risk assessment has been made indicating a very low or nil level of risk to the public, port staff and business. The information and intelligence received may be sufficient to enable the officer in charge of the search to concentrate on specific zones or sub zones.

See Appendix B for a 'pull out' section on Primary Areas of Responsibility.

Searches will be recorded on Search Forms shown at Appendix C and retained with the policy file of the officer in charge of the search.

Wherever possible the Port of Dover Police Duty Manager will utilise the Eastern and Western Docks Zone Maps to designate and prioritise the zones, sub zones and buildings to be searched.

See Appendices F and G for 'pull out' zone maps.

The officer in charge of the search should consider at all times the appropriateness of calling a '**Critical Incident**' and activating the [Emergency Response Plan](#), particularly in the event of suspicious items and / or any suspension of operations.

6. Activation

Each zone (or Port of Dover owned land and buildings outside of the zoned areas), will have a list of occupants and contact details. If a stakeholder or partner has occupancy or control of multiple buildings or areas then wherever possible a single point of contact will be utilised. For example, the P&O Duty Manager will be the single point of contact for all P&O areas. Contact documents are located with Port of Dover Police Communications, and also within the [Contacts Section](#) of the Emergency Procedures intranet site where the [Zone by Zone contact details](#) can be found together with other relevant contact information.

The Police Communications Officer or nominee will notify those contacts in the affected zones / buildings of the requirement of a search giving as much detail as is possible.



In the event of a requirement for an immediate port wide search combined with a decision to suspend port operations the following additional activation procedure will be completed:

'BERTH 20'



Terminal Control Staff are to;

- Alert all Operations Staff via the Trunked radio system of a 'BERTH 20' activation.
- Alert Port Control by telephone or radio.
- Alert shipping operators by telephone.
- Notify Western Docks/Marina staff by telephone whether or not Western Docks involved.
- By use of the Eastern Docks PA system broadcast the following message:

**"HERE IS AN ANNOUNCEMENT TO ALL PORT STAFF.....HERE IS AN ANNOUNCEMENT TO ALL PORT STAFF.
BERTH 20 ACTION.....BERTH 20 ACTION".**

- Activate the Eastern/Western Docks Berth 20 siren for a continuous period of 45 – 60 seconds.
- Activate the BERTH 20 emergency message on the PAXIS signs in the Eastern Docks.
- By use of the Eastern Docks PA system repeat the initial message.

On notification from the Port of Dover Police initiate the stand down;

- Notify operational staff using the Trunked radio system
- Notify Port Control by telephone or radio
- Notify Western Docks staff
- By use of the Eastern Docks PA system broadcast the following message:

"BERTH 20 TWENTY PERSONNEL TO RESUME NORMAL WORKING – RESUME NORMAL WORKING".

See Appendix E for instruction on activation of the Berth 20 siren at Lord Warden House

'Responsible Organisations' will carry out a search of their designated zones and sub-zones as shown at Appendix A and report back as per section 7 below.

7. Communications

Search results are to be emailed to Police Communications at the following address: [\(Action for in the event of a find is shown below.\)](mailto:police@doverport.co.uk)

The email is to include the time/date/zone/sub-zone/building/area searched as appropriate.

*******Do not phone in results unless they are of an urgent nature.*******

In the event of a 'FIND' notify the Port of Dover Police immediately on 4999 (internal), or 01304 216084 and press '9' when prompted.

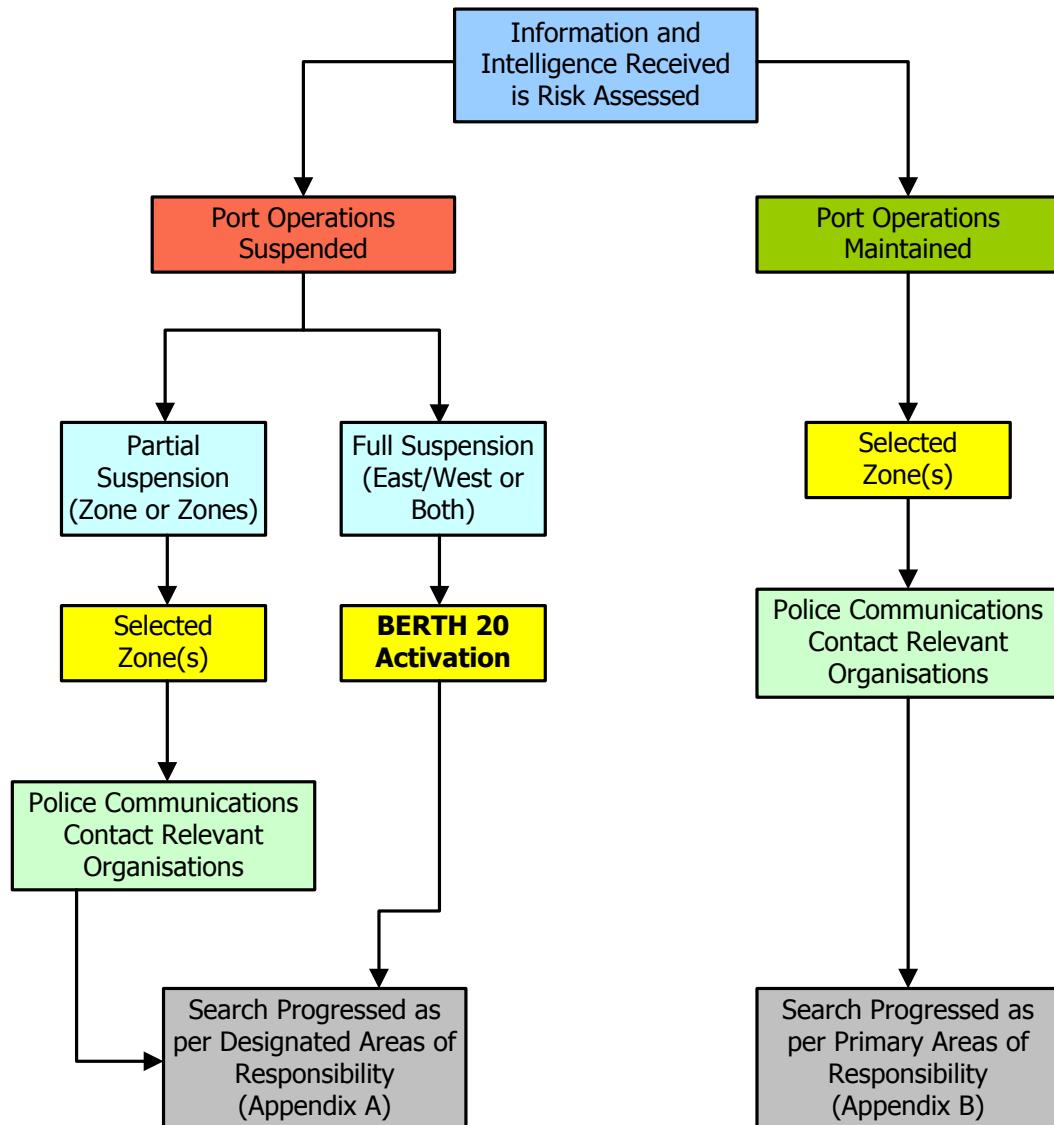
See Appendix D for guidance on suspicious items.



It is of paramount importance that the Police Communications Staff and Terminal Control Staff liaise from the outset. Additionally, once zones and sub-zones have been cleared by the officer in Charge of the search Police Communications staff must inform Terminal Control so as to enable Terminal Control staff to properly determine operational decisions and contingency plans for the safe operational management of the port and continuance of business.

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8. Flow Chart Depicting Search Protocols When Port Operations Suspended or Maintained



'NORMAL' search results
emailed to:
police @doverport.co.uk

**In the event of a 'FIND'
contact the PoD Police
immediately on 4999**

Appendix A - Port Operations Suspended

"The information and intelligence received has been assessed as a risk to the safety of the public, port staff and business". The suspension of Port Operations is not a decision to be taken lightly and, depending on the given circumstances, may vary between the suspension of operations of one particular zone to the suspension of business to the Eastern or Western Docks (**Berth 20**) or both.

Designated Areas of Responsibility

Any short-fall in staff rendering the Responsible Organisation unable to fulfil these search requirements should be notified to the Port of Dover Police immediately.

Eastern Docks

Zone	Sub Zone	Responsible Organisation
1		P&O Ferries
2		DFDS
3		DFDS
4	4.1	Port Control
	4.2 to 4.5	Port of Dover Cargo Services <i>Out of Hours – Port of Dover Police</i>
	4.6	DFDS
	4.7	Ferry Operators from DRB
5	5.1 to 5.5	Ferry Operators from Check in Booths <i>DFDS will also carry out an external visual check of the redundant MFL booths</i>
	5.6	Securitas from the VSB
	5.7	P&O Ferries
	5.8 to 5.12	Engineering Services <i>Out of Hours – Port of Dover Police</i>
	5.13 to 5.16	Securitas from the VSB
6		Securitas from the VSB and West Gate
7	7.1 & 7.2	Securitas from the VSB and West Gate
	7.3	Border Force
	7.4 to 7.7	Kent Police Ports Unit
	7.8 to 7.10	Border Force
8		Securitas from Pass Office

Western Docks

Zone	Sub Zone	Responsible Organisation
9		Marina Staff
10		Marina Staff
11		Border Force / MOTIS Staff
12		Port of Dover Police
13		Incentive FM Cruise Staff / Port of Dover Police
14		Incentive FM Cruise Staff / Port of Dover Police

The 'Responsible Organisation' will co-ordinate the search response for their designated zone / sub-zone, collate results and forward as at '7' above.



Appendix B - Port Operations Maintained

"Information and intelligence received indicates that a controlled zone by zone search is required, and where a risk assessment has been made indicating a very low or nil level of risk to the public, port staff and business". The information and intelligence received may be sufficient to enable the officer in charge of the search to concentrate on specific zones or sub zones".

Primary Areas of Responsibility

Where Port Operations are maintained, available resources will be limited and it is impracticable to pre-allocate 'Zones' / 'Sub-Zones' of responsibility. In these circumstances the officer in charge of the search will need to allocate search areas dynamically against available resources.

In general terms the following principles apply;

- Ferry Operators, other stakeholders, contractors and occupants of buildings will be responsible for searching their own work areas. These areas include Berths, Piers and Sky walks.
- Buildings with multi organisation occupancy: Each organisation will have the responsibility of searching their own area of occupation. The ground floor occupants will have the additional responsibility of searching any enclosed land/area that is part of that building. The search commander should consider deploying a Port of Dover police officer to search common areas and to co-ordinate and assist with the search.
- Open land and Unoccupied Buildings: Primarily the responsibility of the Port of Dover Police with assistance from Kent Police Ports Unit (dependant on operational requirements), Securitas security staff, pre-designated operatives from OCS Property Support Services and Ferry Operator staff (dependant on operational requirements) and DHB staff.

The below blank grids are intended as an aide for the allocation of search areas against search responsibility and available resources.

Eastern Docks



Western Docks

Zone	Sub Zone	Organisation

This area intentionally left blank



Appendix C – Search Record



Appendix D - Guidance for Suspicious Objects

When searching for suspicious items, consider the following factors:

HOT

- **H**as a deliberate attempt been made to hide the item?
- **O** Does the item have **O**bviously suspicious characteristics?
- **T** Is the item **T**ypical of what you would expect to find in this type of location?

If a suspicious item is found:

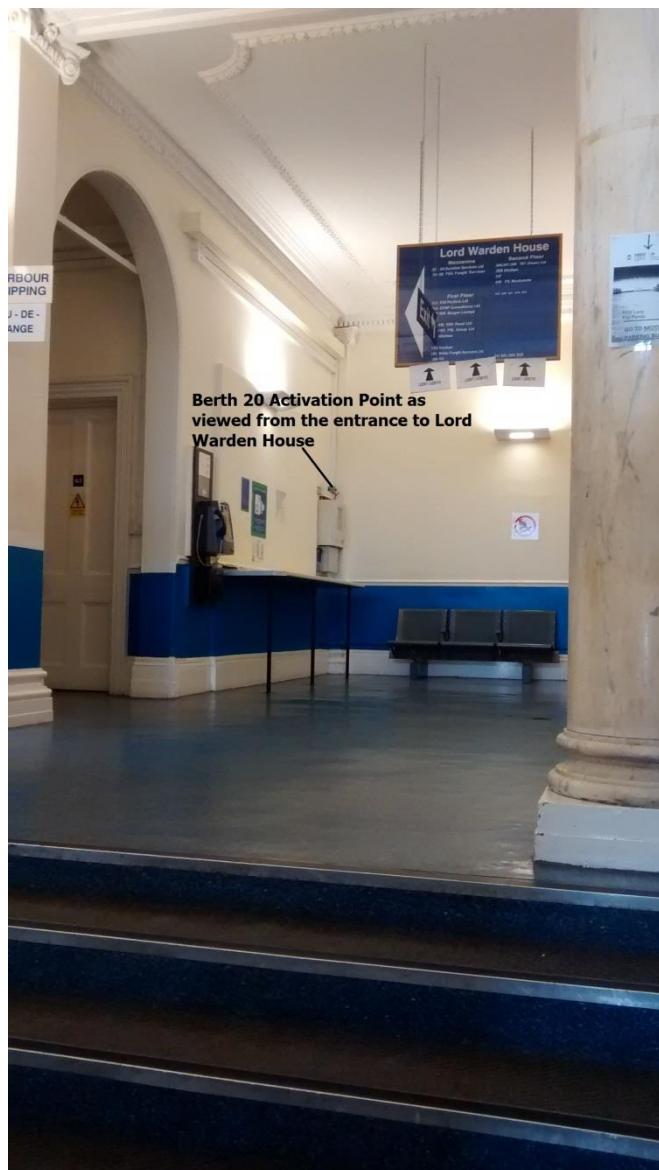
- Notify the police.
- Do not touch it.
- Move everyone away to a safe distance.
- Prevent others from approaching.
- Where possible open all doors and windows.
- Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover.
- Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.
- If possible mark the route from the object to the exit.

Appendix E – Instructions for the Berth 20 Siren at Lord Warden House.

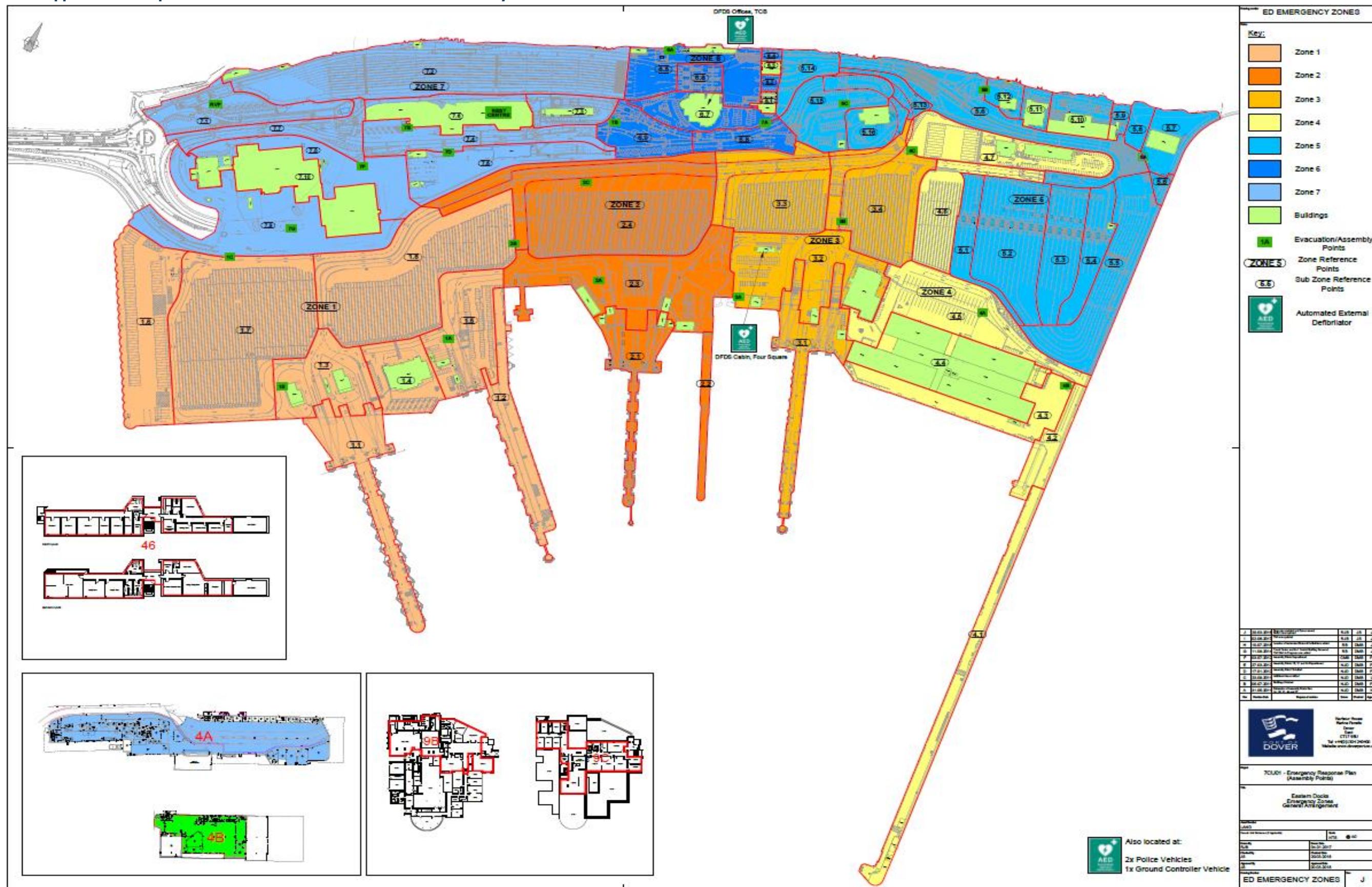
The activation key for the Berth 20 siren sited at Lord Warden House is located at three locations;

1. Tug Haven (primary)
2. HPL Office
3. Six beat keys

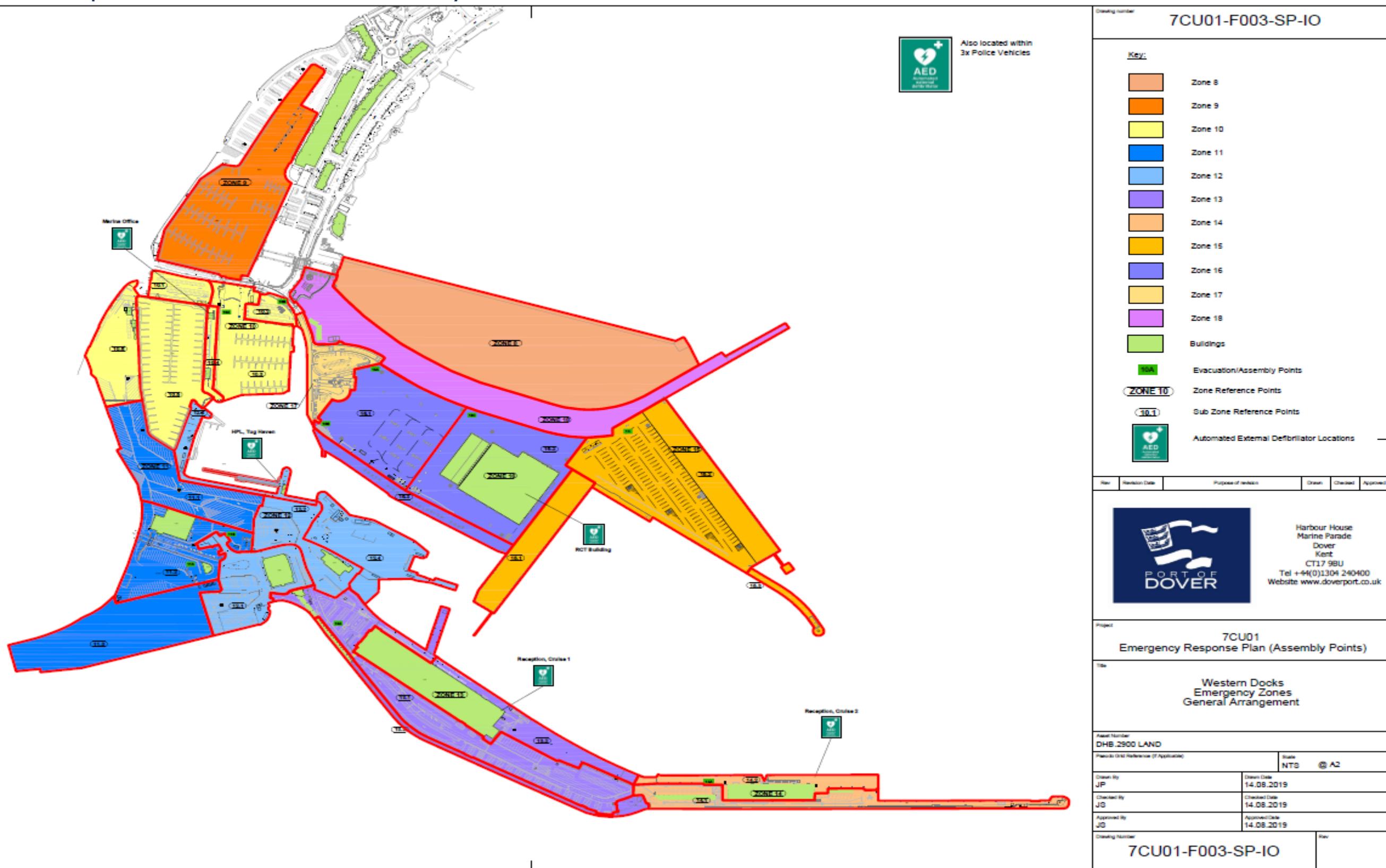
- The activation point is located at the rear of the foyer of Lord Warden House immediately above the Fafs fire alarm control panel.
- Insert the key and turn it to the left to activate the siren.
- The alarm should sound for 45-60 seconds.
- Return the key to the upright position to cancel the siren.



Appendix F – Map of Eastern Docks zones and location of 'Assembly Points'



Appendix G – Map of Western Docks Zones and location of 'Assembly Points'





Appendix H – Underpinning Search Legislation

The Ship and Port Facility (Security) Regulations 2004

The International Ship and Port Facility Security Code (ISPS Code) is a comprehensive set of measures to enhance the security of ships and port facilities, developed in response to the perceived threats to ships and port facilities in the wake of the 9/11 attacks in the United States. The ISPS Code is implemented through chapter XI-2 Special measures to enhance maritime security in the International Convention for the Safety of Life at Sea (SOLAS), 1974. The Code has two parts, one mandatory and one recommendatory (UK and USA – both parts mandatory).

In essence, the Code takes the approach that ensuring the security of ships and port facilities is a risk management activity and that, to determine what security measures are appropriate, an assessment of the risks must be made in each particular case. The purpose of the Code is to provide a standardised, consistent framework for evaluating risk, enabling Governments to offset changes in threat with changes in vulnerability for ships and port facilities through determination of appropriate security levels and corresponding security measures.

<http://www.legislation.gov.uk/uksi/2004/1495/body/made>

Section 22 Aviation and Maritime Security Act 1990

<http://www.legislation.gov.uk/ukpga/1990/31/contents>

Sections 1 and 6, Police and Criminal Evidence Act 1984

<http://www.legislation.gov.uk/ukpga/1984/60/contents>

Section 47 Firearms Act 1968

<http://www.legislation.gov.uk/ukpga/1968/27/section/47>



Appendix I – Training & Exercise Schedule

Plan 'Record of Training' and 'Validation Schedule'

Training Schedule

Date	Type of training and elements tested	Participants	Outcomes	Comment
02/04/2014	Internal circulation for comment	Police Comms, Police Dept, DHM's, Terminal Controllers E Ward, P Brown.		Changes made to reflect comments received
15/04/2014	External circulation for comment	Kent Police, Ferry Operators, OCS, MOTO, George Hammond, Border Force, MOTIS, SECURITAS		Changes made to reflect comments received.
04/06/2014	Port wide input to port community via PoD NPU	Ferry Operators Stakeholders BF	Delivered	Requires further input post publication.

Exercise Schedule

Date	Type of exercise	Participants	Outcomes	Comment
11/08/2014	Pre-validation live exercise	PoD Police and Ferry Operators	Berth 20 activation	Success
17/08/2014	Pre-validation live exercise	MOTO and OCS	Berth 20 activation	Success
28/09/2014	Live validation Exercise Valhalla	PoD Police, DFDS	Validation objectives met	Success

Exercise type =

'Control Post' – This type of exercise is primarily focused on communication decision making and information sharing, all critical aspects of any plan. It also tests the adequacy of the facilities to manage the incident. The control post refers to the locations or control centres where incident management take place. In effect, it is a live exercise but without any operational activity. All activity is confined to control centres.

'Table Top' - This is the most common exercise type. It is cost effective, and involves decision making and interaction between players. It is a safe learning environment but can create realistic pressure and scenarios. The exercise is driven from exercise control by a script of exercise drivers or inputs and fed in at pre determined times.

'Live Exercise' – This is the most accurate and realistic method of testing any emergency arrangements. It can be expensive and requires careful planning. In some cases live exercises are the only viable method of testing emergency arrangements, i.e. evacuation procedures.



Version Control Schedule (only requires completion if hard copies of manual supplied)

Date	Version No	Section	Changes Made	Name
01/10/14	1	All	Initial publication of document. Pre-publication versions contained within the CHEQS system.	Jon Shearwood
30/09/15	2	All	Annual review. Change to new corporate format, Appendix A due to loss of MFL and search responsibilities. Updated Zone Maps to show defib locations	Jon Shearwood
27/10/16	3	All	Annual review. Update of figures and terminology	Jon Shearwood
13/12/17	4	All	Annual Review. Update of figures and terminology.	Jon Shearwood
25/11/19	5	All	Annual review. Update to annual figures and zone maps	Jon Shearwood
02/12/19	6	Berth 20	Update to notification protocols	Jon Shearwood