

I. PURPOSE

The U.S. Homeland Security Advisory System uses a color/risk grid to inform the country of the likelihood of terrorist activity. The Ohio Department of Public Safety has established a Threat Level guide to standardize actions within Ohio. The State of Ohio will change threat condition levels automatically when changes are announced by the federal government. Thereafter, the State of Ohio Security Task Force will assess Ohio's threat condition and recommend to the Governor to downgrade or upgrade, as warranted. DAS, at the agency level, has established Standard Operating Procedures to provide direction and clarification to its managers and employees of actions that will occur when a certain threat condition is declared. To establish a basis for action within these threat conditions, DAS has established several assumptions (see Section III). This document is intended to serve as a general guide. In the absence of prescribed action, DAS managers and employees are expected to take appropriate action, as warranted.

II. THREAT CONDITIONS

Note: Protective measures are progressive. Each increase in the threat condition should include protective measures taken in the preceding threat condition.

A. Green - Low

Threat condition GREEN is declared when there is a low risk of terrorist attacks. DAS will take the following general precautions within Threat Condition GREEN:

- 1) DAS employees shall:
Support and be familiar with the Agency-wide Safety/Security Action Plan (ASAP) including:
 - a. Be familiar with responsibilities (i.e., employee, floor warden, manager)
 - b. Take appropriate action regarding suspicious people and packages in your work area
 - c. Always wear ID badges on the outermost garment
 - d. Treat every alarm as a real event
 - e. Immediately react and respond to evacuation and emergency announcements
 - f. Escort visitors (i.e., non-state employees) to and from your office area
 - g. Ensure visitors comply with facilities' sign in/out processes
 - h. Be familiar with your assigned role in the event of an emergency
 - i. Know your office's evacuation report-in location
 - j. Know your office's alternate work location
 - k. Notify your superior of any gaps in safety/security procedures
 - l. Carry copy of ASAP emergency information card in your wallet
 - m. Participate in reviews/trainings during ASAP Awareness Weeks
- 2) Security personnel in DAS-owned and -managed buildings shall:
 - a. Review security, response and evacuation procedures to ensure action steps are current and effective
 - b. Enforce access control procedures (sign in/out, visitor badges, escorts, etc.) as warranted
 - c. Notify tenants of any modifications to security procedures
 - d. Conduct drills as required

- b. Implement critical infrastructure security measures for threat condition orange (*restricted information: maintained under separate cover*)
- c. Test redundant systems and access to off-site data storage
- d. Review networking capabilities and/or establish alternative connection paths
- e. Report any data concerns/deficiencies to respective manager(s)
- f. Collect/maintain offsite, appropriate network and contact information
- g. Report suspicious activity to appropriate officials

E. Red - Severe

Threat Condition RED is declared when a terrorism incident has occurred. Within Threat Condition RED, DAS will perform action steps to ensure the department and employees are prepared to react and respond. Upon declaration of Threat Condition RED, DAS will take the following action:

- 1) DAS Director shall:
 - a. Issue internal advisory to place on alert status, all DAS essential employees and DAS Emergency Response Team members
 - b. Issue internal advisory to DAS managers, DAS essential employees and DAS Emergency Response Team members to provide:
 1. Notice of upgrading to threat condition red
 2. Reminder that public facilities may be closed to non-state personnel with minimal notice
 3. Overview of standard operating procedures and added instructions within threat condition red
 4. Additional instructions from Governor, Dept. of Public Safety and/or DAS
 - c. Issue internal advisory (News of the Day) to all DAS employees to provide:
 1. Notice of upgrade to threat condition red
 2. Overview of standard operating procedures within threat condition red
 3. Other instructions as appropriate
 - d. Respond to activation of Emergency Operations Center and Terrorist Incident Annex
 - e. Provide briefings and attend briefings of the State of Ohio Security Task Force, the State Building Security Review Committee, and/or the Emergency Operations Center and disseminate relevant information to/from DAS senior management teams and designated personnel
 - f. Consult with Governor's Office, State of Ohio Security Task Force and DAS senior personnel to assess and institute additional action, as warranted:
 1. Levels of access/levels of service including but not limited to:
 - a) Mail processing and scanning
 - b) Lockdown of facilities
 - c) Relocation issues
 - d) Personnel issues - department level, statewide level
 - e) IT services
 2. Communication to employees, customers, vendors re: modified service levels
- 2) DAS managers shall:
 - a. Perform actions defined in previous threat conditions

3. Other instructions as appropriate
 - d. Consult with State of Ohio Security Task Force and DAS senior personnel to assess and institute additional action, as warranted
- 2). DAS managers shall:
- a. Secure essential employee staffing level on first day of each new pay period
 1. Ascertain essential employee availability for two-week period
 2. Assign alternate personnel as needed to ensure essential coverage of critical services and fulfillment of obligation to DAS Emergency Response Teams
 3. Inform deputy director if essential employee staff level is deficient
 - b. Ensure customer contact list is current - maintain off-site copy
 - c. Review Contingency Plan: Identify steps that enable your office to maintain operations
 1. Consider modifications to shifts, employee assignments, employee availability, alternate work location, required supplies, IT requirements, etc.
 2. Notify employees of relevant steps
 - d. Disaster Recovery Plan: Review and assess disaster recovery plans
 1. Review Section 2.0 of disaster recovery plan; ensure actions/information are current
 2. Remind employees of assignments within plan
 3. Notify employees of any modifications to plan
 4. Ensure integrity of your critical operations and information
 - a) Verify backup information/off-site copies are current (establish schedule)
 - b) Verify off-site copies of critical information/documents
 - c) Verify location and access to stored back-up data
 - d) Notify off-site location of elevated threat condition - verify access to this location
 - e. Review respective responsibilities within the Terrorist Incident Annex
- 3) DAS employees shall:
- a. Perform actions defined in previous threat conditions
 - b. Heighten awareness and report suspicious persons/packages/vehicles to building security
 - c. Place increased emphasis to ensure that all visitors (non-state employees) display security badges and are escorted at all times
 - d. Report to building security any unlocked rooms and storage areas not in regular use
- 4) Security personnel in DAS-owned and -managed buildings shall:
- a. Perform actions defined in previous threat conditions
 - b. Implement and conduct infrastructure security plans for threat condition orange (*restricted information: maintained under separate cover*)
 - c. Restrict public access to critical infrastructure facilities
 - d. Notify tenants of security level modifications and impact
 1. List date/time changes are effective
 2. List modifications
 3. Provide instructions as appropriate
- 5) DAS IT personnel shall:
- a. Perform actions defined in previous threat conditions

B. Blue - Guarded

Threat Condition BLUE is declared when there is a general risk of terrorist attacks. DAS will take the following general precautions within Threat Condition BLUE:

- 1) DAS employees shall perform actions identified in preceding threat condition
- 2) Security personnel in DAS-owned and -managed buildings shall perform actions identified in preceding threat condition

C. Yellow - Elevated

Threat Condition YELLOW is declared when there is a significant risk of terrorist attacks. Upon declaration of Threat Condition YELLOW, DAS will take the following actions:

- 1) DAS Director shall issue internal advisory (News of the Day) to all DAS employees to provide:
 - a. Notice of downgrading/upgrading of threat condition
 - b. Standard operating procedures within threat condition yellow
 - c. Other instructions as appropriate
- 2) DAS managers shall:
 - a. Ensure contact information for essential employee list is current
 - b. Ensure that staff possess and understand standard operating procedures
 - c. Ensure that staff are aware of and understand other instructions issued by the director
- 3) DAS employees shall perform actions identified in preceding threat condition
- 4) Security personnel in DAS-owned and -managed buildings shall:
 - a. Perform actions identified in preceding threat condition
 - b. Elevate protective security measures, as warranted
 - c. Conduct drills as required; conduct evacuation exercises as appropriate

D. Orange - High

Threat Condition ORANGE is declared when there is a high risk of terrorist attacks. Within Threat Condition ORANGE, DAS will operate under the assumption that a terrorist incident is probable and action steps will be performed to ensure the department and employees are in a state of readiness. Upon declaration of Threat Condition ORANGE, DAS will take the following actions:

- 1) DAS Directors shall:
 - a. Attend briefings of the State of Ohio Security Task Force, the State Building Security Review Committee, and/or the Emergency Operations Center and disseminate relevant information to DAS senior management teams and designated personnel
 - b. Issue internal advisory to DAS managers, DAS essential employees and DAS Emergency Response Team members to provide:
 1. Notice of downgrading/upgrading of threat condition
 2. Instructions within threat condition orange
 3. Additional instructions from Governor, Dept. of Public Safety or DAS
 - c. Issue internal advisory (News of the Day) to all DAS employees to provide:
 1. Notice of downgrading/upgrading of threat condition
 2. Standard operating procedures within threat condition orange

- b. Respond to activation of Emergency Operations Center and Terrorist Incident Annex
 - c. Evaluate staffing levels/service levels based on situation, threat of further attacks, etc.
 - d. Assess impact of restrictions/limitations imposed at Threat Condition Red
 - e. Notify and instruct employees, customers, vendors of restrictions/limitations
 - f. Be prepared for closure/evacuation of building
 - g. Be prepared to relocate operation to alternate location
- 3) DAS employees shall:
- a. Perform actions defined in previous threat conditions
 - b. Await instructions from DAS Director and/or managers
- 4) Security personnel in DAS-owned and -managed buildings shall:
- a. Perform actions defined in previous threat conditions
 - b. Close buildings to all visitors and state employees who do not possess building ID/credentials
 - c. Conduct security procedures as defined for threat condition red
 - d. Notify tenants of security level modifications and impact
 - 1. List date/time changes are effective
 - 2. Provide instructions as appropriate
- 5) DAS IT personnel shall:
- a. Perform actions defined in previous threat conditions
 - b. Implement critical infrastructure security measures for threat condition red

III. ASSUMPTIONS

To establish a basis for action within threat condition levels orange and red, DAS/OIT have identified several triggering events. Within the framework of this document, the following assumptions have been applied.

- 1) Activation of Threat Condition RED represents that:
- a) A terrorist act has occurred in the state of Ohio.
 - b) A terrorist act has occurred in a neighboring state or to a target outside the state, indicating a clear and present danger exists in the state of Ohio.
 - c) A major act of terrorism has occurred outside the state of Ohio and may/may not have the potential to affect or involve the state.

Reference: Section III., A., 1, 2, & 3 of Terrorism Incident Annex (situations 1, 2, and 3)

- 2) Activation of Threat Condition ORANGE represents that a credible threat of a terrorist act has been received and tangible (physical) targets and/or demographic targets have been identified as potential subjects of the terrorist act and these subjects exist or reside in the state of Ohio.

References: Section III., A.,2.,3. of Terrorism Incident Annex (situation 2), (situation 3); Section I., 8.(a.-i.), 9.(a.-d.) of Terrorism Incident Annex

IV. EVALUATION AND MAINTENANCE

The actions within the threat condition levels will be reviewed on an annual basis and revisions will be announced and distributed as warranted.

Reference: State of Ohio Emergency Operations Plan (EOP) - Threat Incident Annex, Emergency Support Function 7 (ESF-7), DAS Standard Operations Procedures (support document for ESF-7)