Florida Division of Emergency Management
Homeland Security Advisory System (HSAS)

Homeland Security Advisory System

Purpose The purpose of this checklist is to provide general information on the actions and planning recommendations for all State Agencies, the Public, Local Governments and the State Emergency Operations Center (SEOC) in response to changes in the Homeland Security Advisory System (HSAS). These recommendations are general and each agency will need to determine specific requirements for their own situation.

General The Homeland Security Advisory System was designed to provide a comprehensive means to disseminate information regarding the risk of terrorist acts to federal, state, and local authorities and to the American people. This system provides warnings in the form of a set of graduated "Threat Conditions" that increase as the risk of the threat increases. At each threat condition, federal departments and agencies would implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert.

Although the Homeland Security Advisory System is binding on the executive branch, it is voluntary to other levels of government and the private sector. The State of Florida has adopted the Homeland Security Advisory System.

There are five threat conditions, each identified by a description and corresponding color.

The greater the risk of a terrorist attack, the higher the threat condition. Risk includes both the probability of an attack occurring and its potential gravity.

The US Attorney General in consultation with the Secretary of the Department of Homeland Security assigns threat conditions. Threat conditions may be assigned for the entire nation, or they may be set for a particular geographic area or industrial sector. Assigned threat conditions will be reviewed at regular intervals to determine whether adjustments are warranted.

The below listed tables are recommended actions:

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LOW - GREEN
SERT ACTION RESPONSE STEPS DURING PERIODS OF GREEN-LEVEL HEIGHTENED ALERT

Low Condition (Green). This condition is declared when there is a low risk of terrorist attacks. Departments and agencies should consider the following general measures in addition any agency-specific Protective Measures they develop and implement:

Recommended Federal Actions

- Refining and exercising as appropriate preplanned Protective Measures;
- Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
- Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

Members of the public can:

- Continue to enjoy individual freedom.
- Participate freely in travel, work and recreational activities.
- Be prepared for disasters and family emergencies. (See American Red Cross brochures.)
- Develop a family emergency plan. (See American Red Cross brochures.)
- Know how to turn off your power, gas and water service to your house.
- Know what hazardous materials are stored in your home and how to properly dispose of unneeded chemicals.
- Support the efforts of your local emergency responders (fire fighters, law enforcement and emergency medical service)
- Whenever driving, be prepared to pull over and give right-of-way at all times to emergency vehicles en-route to an incident.
- Know what hazards are prevalent in your area and what measures you can take to protect your family.

Recommended State Agency Actions:

- Develop plans or review existing Plans and Standard Operations Guides
- Refine and exercise as appropriate preplanned Protective Measures.
- Ensure personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures.
- Institutionalize a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.
- Have staff develop their Family Preparedness Plans.
- Develop or review COOP plans.
- Conduct Homeland Security information and coordination meetings as required.

- Encourage and assist employees to be prepared for personal, natural and technological emergencies.
- Develop a communications plan for emergency response and key personnel.
- Conduct training for employees on physical security precautions.
- Budget for physical security measures.

Local Government recommended actions:

- Identify critical facilities that may need protection.
- Review Emergency Response Plans.
- Conduct training, seminars, workshops and exercises using the emergency response plans.
- Conduct emergency preparedness training for citizens and employees.
- Encourage response agencies (fire fighters, law enforcement, EMS, public works and elected officials) to take emergency management and American Red Cross first aid and CPR training.
- Provide emergency preparedness information to employees via paycheck stubs tips, newsletters, articles and posters.
- Conduct routine inventories of emergency supplies and medical aid kits.
- Budget for physical security measures.
- Encourage programs for employee immunization and preventive health care.

The SEOC will take the following immediate actions:

- Develop plans and Standard Operations Guides.
- Refine and exercise plans.
- Train SEOC/SERT Personnel in the HSAS and Protective Actions.
- Regularly assess the SEOC for vulnerabilities to terrorist attacks, and take reasonable measures to mitigate these vulnerabilities.

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GUARDED - BLUE
SERT ACTION RESPONSE STEPS DURING PERIODS OF BLUE-LEVEL HEIGHTENED ALERT

Guarded Condition (Blue). This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

Recommended Federal Actions

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with any information that would strengthen its ability to act appropriately.

Members of the public, in addition to the actions taken for the previous threat condition, can:

- Update their disaster supply kit; Review their household disaster plan;
- Hold a household meeting to discuss what members would do and how they would communicate in the event of an incident;
- Develop a more detailed household communication plan;
- Apartment residents should discuss with building managers steps to be taken during an emergency; and people with special needs should discuss their emergency plans with friends, family or employers.
- Continue normal activities but be watchful for suspicious activities.
- Report criminal activity to local law enforcement.
- Be familiar with local natural and technological (man made) hazards in your community.
- Increase individual or family emergency preparedness through training, maintaining good physical fitness and health, and storing food, water and emergency supplies.
- Monitor local and national news for terrorist alerts.
- Update immunizations.
- Volunteer to assist and support the community emergency response agencies.

Recommended State Agency Actions

- Continue all precautions from lower Threat Conditions.
- Check communications with designated emergency response or command locations.
- Review and update emergency response procedures.
- Provide the public with any information that would strengthen its ability to act appropriately.
- Ensure that key leaders are familiar with the emergency response and business resumption plans.
- Conduct monthly Homeland Security information and coordination meetings.
- Review, update and routinely exercise for functional areas of plans.
- Review and update the call down list for emergency response teams.

- Develop or review Mutual Aid agreements with other facilities and/or with local government for use during emergencies.
- Review physical security precautions to prevent theft, unauthorized entry or destruction of property.
- Have you provided for:

  - Employee picture ID badges?
  - Background checks on all employees?
  - Access control and locking of high security areas at all times?
  - All security keys marked with "Do not duplicate?
  - Surveillance
  - Backup power?
  - An alarm system?

Local Government recommended actions:

- Continue all precautions from lower Threat Conditions.
- Estimate the threat vulnerability of each critical facility and the countermeasures required to protect them.
- Ensure that each department is familiar with their assigned responsibilities during a disaster as shown in the plan and are prepared to respond.
- Review communications plans and ensure the call-down procedures are current and accurate.
- Conduct emergency management training and exercise emergency response plans.
- Ensure all emergency management and response functions are adequately staffed. Recruit and train volunteers to augment full time staff.
- Actively support the Neighborhood Watch, Community Emergency Response Team (CERT), and Amateur Radio Emergency Service programs.
- Remind citizen and employees to be alert for suspicious packages, activities, and vehicles and report these occurrences to the proper authority.
- Secure buildings, unused rooms, storage areas, equipment and vehicles to prevent theft, tampering or destruction.
- Evaluate information available on public websites that could compromise security.
- Encourage all citizens and employees to have necessary immunizations.

The SEOC will take the following immediate actions:

- Check communications with county, adjacent States and the Department of Homeland Security.
- Review and update emergency response, security and COOP plans and procedures.
- Prepare a media release with any information that would strengthen its ability to act appropriately.

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ELEVATED - YELLOW
SERT ACTION RESPONSE STEPS DURING PERIODS OF YELLOW-LEVEL HEIGHTENED ALERT

Elevated Condition (Yellow). An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:

Recommended Federal Actions

- Increasing surveillance of critical locations;
- Coordinating emergency plans as appropriate with nearby jurisdictions;
- Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
- Implementing, as appropriate, contingency and emergency response plans.

Members of the public, in addition to the actions taken for the previous threat condition, can:

- Continue normal activities but be watchful for suspicious activities. Report criminal activity to local law enforcement.
- Contact neighbors to discuss their plans and needs;
- Check with school officials to determine their plans for an emergency and procedures to reunite children with parents and caregivers;
- Update the household communication plan.
- Review family emergency plans.
- Increase family emergency preparedness by purchasing supplies, food and storing water.
- Be familiar with local natural and technological (man made) hazards in your community.
- Increase individual or family emergency preparedness through training, maintaining good physical fitness and health, and storing food, water and emergency supplies.
- Monitor local and national news for terrorist alerts.
- Update immunizations.
- Volunteer to assist and support the community emergency response agencies.

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Recommended State Agency Actions

- Continue all precautions from lower Threat Conditions.
- Announce Threat Condition ELEVATED to employees.
- Increase surveillance of critical locations and facilities.
- Coordinate emergency plans as appropriate with nearby jurisdictions.
- Assess whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures.
- Implement, as appropriate, contingency and emergency response plans.
- Conduct bi-weekly Homeland Security information and coordination meetings.

The SEOC will take the following immediate actions:

- Increase surveillance of the SEOC locations and surrounding facilities.
- Coordinate emergency plans with nearby jurisdictions Leon County, Alabama, Georgia and the Department of Homeland Security.
- Assess whether the precise characteristics of the threat affect the SEOC and require the further refinement of preplanned Protective Measures.
- Implement, as appropriate, contingency and emergency response plans to include COOP and COG.
- Conduct periodic checks of off site (SEOC) locations.
- Conduct weekly communications checks to ensure radio contact can be established.

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HIGH - ORANGE

SERT Action Response Steps During Periods of Orange-Level Heightened Alert
FEDERAL HIGH

A High Condition is declared when there is a high risk of terrorist attacks. In addition to the measures taken in the previous threat conditions, departments and agencies will consider the following protective measures:

Federal Recommended Actions

- Coordinate necessary security efforts with federal, state, and local law enforcement agencies, National Guard or other security and armed forces;
- Take additional precautions at public events, possibly considering alternative venues or even cancellation;
- Prepare to execute contingency procedures, such as moving to an alternate site or dispersing the workforce;
- Restrict access to a threatened facility to essential personnel only.

Advisory to the Citizenry

- Continue normal activities but be aware of your surroundings. Exercise caution when traveling but expect some delays, baggage searches and restrictions as a result of heightened security at public buildings and facilities.
- Listen to official instructions.
- Be alert to suspicious activity, such as an individual expressing undue interest in a business's security preparations, and report it to your local law enforcement agency.
- Take reasonable personal security precautions. Be alert to your surroundings, avoid placing yourself in a vulnerable situation and monitor the activities of your children.
- Develop an emergency communications and disaster plan that all family members understand. Practice your plan. Contact neighbors to discuss their plans and needs.
- Establish an out-of-area friend or relative as a single point of contact to coordinate family messages.
- Create an emergency contact list for each family member to carry. This list should contain telephone numbers, e-mail addresses and pager numbers.
- Determine meeting places for you and your family if you become separated.
- Identify evacuation/escape routes.
- Identify a safe room within the home if possible.
- Prepare a disaster supplies kit to sustain your family for three to seven days that includes a supply of water, food, flashlight and batteries, a battery-powered radio, first-aid kit and medicines, a change of clothing, an extra set of keys, duct tape and plastic sheeting and important documents.
- Be prepared to do without service you normally depend on that could be disrupted – electricity, water, telephone, natural gas, gasoline pumps and Internet transactions.
- In the immediate area of a terrorist event, be prepared to respond to official instructions.
- Continue to monitor world and local events as well as local government threat advisories.
- Avoid leaving unattended packages or brief cases in public areas.

- Inventory and organize emergency supply kits and discuss emergency plans with family members. Reevaluate meeting location based on threat.
- Maintain close contact with your family and neighbors to ensure their safety and emotional welfare.
- Alert Neighborhood Watch Groups.
- Be prepared to increase patrolling by Neighborhood Watch Groups.

Recommended State Agency Actions

- Continue all security requirements for previous Threat Conditions.
- Announce Threat Condition HIGH to all employees and explain expected actions.
- Coordinate necessary security efforts with, state, and local law enforcement agencies.
- Take additional precautions at public events, possibly considering alternative venues or even cancellation;
- Restrict access to a threatened facility to essential personnel only.
- Review the plans for and be prepared to immediately implement SEVERE (Red) Threat Condition measures.
- ESF ECOs placed on stand-by and ready to report to the SEOC as required.
- Prepare for the activation of the State Emergency Operations Center to Level 2.
- Consider implementing the COOP plan if the threat is specific to the surrounding area(s) of an agency critical facility(s).
- Prepare to execute other COOP procedures, such as moving to an alternate site or dispersing the workforce;
- Conduct an on-site check of the COOP location.
- Check all communications systems secure and non-secure.
- Daily, check communications systems.
- Brief agency staff.
- Encourage staff to review their Family Preparedness Plans.
- Conduct a daily check of the Agency Buildings.
- Consider erecting a barrier in front of door from the parking lot into threatened facilities.
- Periodically, visually check the parking lot for illegally parked vehicles and persons loitering in the area.
- Conduct weekly Homeland Security information and coordination meetings.
- Monitor world and local events. Pass on credible threat intelligence to key personnel.
- Ensure appropriate security measures are in place and functioning properly.
- Instruct employees to report suspicious activities, packages and people.
- Search all personal bags, parcels and require personnel to pass through magnetometer, if available.
- Restrict vehicle parking close to buildings.
- Inspect intrusion detection systems and lighting, security fencing and locking systems.

Local Government recommended actions:

- Continue all precautions from lower Threat Conditions.
- Announce Threat Condition HIGH to employees and public and explain expected actions to be taken.

- Alert and be prepared to deploy trained volunteers to include: CERT, LEPC, and the Red Cross.
- Restrict or control access to government buildings, critical facilities and infrastructure.
- Erect outside barricades, security checks to deny access to underground parking areas, loading docks and building entrance.
- Require identification, sign-in and escorts as required.
- Restrict parking areas located close to buildings or critical facilities.
- Remove trash containers, dumpsters and mailboxes located near government buildings and facilities.
- Closely monitor available security and intelligence data from state and local law enforcement agencies.
- Instruct employees to be especially watchful for suspicious or unattended packages and articles received through the mail service.
- Inspect buildings and parking areas for suspicious packages.
- Implement rumor control to avoid public panic.
- Employ armed security at airports, dams, public utilities and critical facilities.
- Test communication plans.
- Secure and regularly inspect all buildings, vehicles, and parking and storage areas for intrusion.
- Conduct 100% verification of deliveries and restrict shipments.
- Be prepared to increase patrolling by local law enforcement officials and Neighborhood Watch Groups.

The SEOC will take the following immediate actions:

- Consider Activating the SEOC to Level 2.
- Continue all security requirements for previous Threat Conditions.
- Contact FDLE Security Points of Contact at least DAILY to collect and disseminate threat and intelligence information.
- Review plans for and be prepared to immediately implement SEVERE (Red) Threat Condition measures.
- Place the A-Team on Standby.
- Notify the SERT Primary ESF ECO's.
- Develop 24-hour staffing pattern for SERT staff and Primary ESF's.
- Area Coordinators will notify the SWP when they are traveling and otherwise away from their office.
- Daily, check communications systems secure and non-secure.
- Conduct an on-site check of the COOP location.
- Consider deploying the A Team to their COOP location.
- Prepare to activate the FDEM COOP Plan if the threat is nonspecific.
- Consider Activating the FDEM COOP plan if the threat is specific to the Tallahassee Capital Area.
- Consider relocating the Governor if the threat is specific to the Tallahassee Capital Area.
- Assess and make ready Logistics Trailers 710 & 720.
- Relocate only when necessary.
- Assess and make ready all Division vehicles.

- Brief the Governor and the Governor's Chief of Staff.
- Brief Division staff.
- Brief SERT.
- Develop a Flash Report.
- Send an Advisory to all RDSTF's and counties.
- Place 44th Civil Support Team on alert.
- Communicate with the counties (conference call, E-mail, etc.)
- Periodically, contact and receive a status briefing from ESF's 1 & 4, and 12
- Contact the Nuclear Power Plants (3) located in Florida.
- Increase the information on the www.Floridadisaster.org web site.
- Draft an Executive Order.
- Encourage staff to review their Family Preparedness Plans.
- Duty Officers conduct a daily check of the Rudd Building.
- Consider erecting a barrier in front of door from the parking lot into the Rudd Building.
- Increase the test of the Rudd Building generator to weekly.
- Periodically, visually check the parking lot.

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SEVERE - RED
SERT ACTION RESPONSE STEPS DURING PERIODS OF RED-LEVEL HEIGHTENED ALERT

Severe Condition (Red). A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

Recommended Federal Actions

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

Members of the public, in addition to the actions taken for the previous threat conditions, can:

- Avoid public gathering places such as sports arenas, holiday gatherings, or other high risk locations;
- Follow official instructions about restrictions to normal activities;
- Report suspicious activities to law enforcement and call 9-1-1 for immediate response to terrorist activities.
- Be suspicious of persons taking photographs of critical facilities, asking detailed questions about physical security or dressed inappropriately for weather conditions (suicide bomber). Report these incidents immediately to law enforcement.
- Contact employer to determine status of work;
- Closely monitor news reports and Emergency Alert System (EAS) radio/TV stations.
- Prepare to take protective actions such as sheltering-in-place or evacuation if instructed to do so by public officials.
- Assist neighbors who may need help.
- Avoid passing unsubstantiated information and rumors.
- Be prepared to evacuate home or shelter in place on order of local authorities.
- Do not travel into areas affected by the attack or is an expected terrorist target.
- Keep emergency supplies accessible and automobile fuel tank full.
- Take personal security precautions to avoid becoming a victim of crime or terrorist attack.
- Expect traffic delays and restrictions.
- Expect delays, searches of purses and bags and restricted access to public buildings.
- Assist in patrolling by Neighborhood Watch Groups.
- Participate in helping Community Emergency Response Teams.

Recommended State Agency Actions

- Continue all security requirements for previous Threat Conditions.
- Announce Threat Condition SEVERE and coordinate expected actions for state/county agencies.
- The Governor may issue an executive order among other actions activating the Regional Domestic Security Task Forces, based on specific threat information.
- Coordinate necessary security efforts with, state, and local law enforcement agencies.
- Prepare for the activation the State Emergency Operations Center to Level 1.
- Increase or redirect personnel to address critical emergency needs.
- On order deploy ECO's and ESF personnel to the SEOC
- Assign emergency response personnel and pre-position and mobilize specially trained teams or resources.
- Monitor, redirect, or constrain transportation systems as required.
- Consider the closing of public and government facilities, if necessary.
- On order implement the COOP plan if the threat is specific to the surrounding area(s) of an agency critical facility(s)
- If required, deploy security personnel based on threat assessments.
- Close or restrict entry to the facility to emergency personnel only and restrict parking areas close to critical buildings.
- Maintain close contact with local law enforcement and FBI.
- Provide security in parking lots and company areas.
- Report suspicious activity immediately to local law enforcement, RDSTF, FBI, and SWP.
- Restrict or suspend all deliveries and mail to the facility. Emergency supplies or essential shipments should be sent to an off-site location for inspection.
- Control release of information to the public and news media.
- Cancel or delay unnecessary employee travel and leave.

Local Government recommended actions:

- Continue all precautions from lower Threat Conditions.
- Announce Threat Condition SEVERE to employees and to the public and explain anticipated actions that should be taken.
- Activate the Emergency Operations Center if warranted by specific threat information.
- Maintain communications with the State EOC and provide situation reports.
- Increase patrolling by local law enforcement officials and Neighborhood Watch Groups.
- Deny unauthorized access to critical facilities and infrastructure. Continue 100% inspections of personnel, vehicles and packages.
- Visually inspect the interior and undercarriage of vehicles entering parking lots and terraces.
- Deploy equipment assets and ensure physical security measures be afforded to them at critical sites.
- Assemble trained volunteers to include: CERT, LEPC, and the American Red Cross.
- Implement Mutual Aid Agreements as required.
- Continue to assess the vulnerability of key assets and facilities. Take appropriate action to protect them by increased patrolling of these sites.
- Cancel or delay unnecessary employee travel and leave.

- Control release of information to the public and news media.

Provide security for personnel dispatched to repair or restore damaged facilities and systems.

The SEOC will take the following immediate actions:

- Activate the SEOC to Level 2 (Partial) be prepared to activate to Level 1 (Full).
- Continue all security requirements for previous Threat Conditions.
- Contact FDLE Security Points of Contact at least Daily to collect and disseminate threat and intelligence information.
- Make decision to deploy the A-Team to designated COOP location.
- Make decision to activate the FDEM COOP Plan if the threat is nonspecific.
- Make decision to activate the FDEM COOP plan if the threat is specific to the Tallahassee Capital Area.
- Make decision to deploy Logistics Trailers 710 & 720.
- Notify the SERT Primary ESF ECO's.
- Area Coordinators will notify the SWP when they are traveling and otherwise away from their office.
- Send an Advisory to all RDSTF's and Counties.
- Contact the Nuclear Power Plants (3) located in Florida.
- Contact and coordinate activities with Alabama and Georgia.
- Contact Department of Homeland Security for briefing.
- Secure the SEOC.
- Implement 24 hour staffing pattern for SERT and Primary ESF's.
- Daily check all communications systems secure and non-secure.
- Assess the security of the State Capital Complex.
- Make decision to relocate the Governor if the threat is specific to the Tallahassee Capital Area.
- Brief the Governor and the Governor's Chief of Staff.
- Brief SERT staff and ECO's.
- Brief SERT.
- Brief the counties (conference call, E-mail, etc.)
- Develop a Flash Report.
- Prepare media releases.
- Implement the State FEIL hotline.
- Conduct Media conferences and briefings.
- Increase the information on the www.Floridadisaster.org web site.
- The Governor may sign an Executive Order, based on the threat information.
- Stand up the Florida National Guard planning cells.
- Be prepared to deploy Regional Response Teams and Civil Support Team.
- Submit daily situational reports to FEMA.
- Staff to implement their Family Preparedness Plans.
- Duty Officers conduct periodic checks of the Rudd Building.
- Re-consider erecting a barrier in front of door from the parking lot into the Rudd Building.
- Increase the test of the Rudd Building generator to daily.
- Periodically, visually check the parking lot.
- Periodically, contact and receive a status briefing from ESF's 1 & 4, and 12

- Assess seaports and airports from security perspective.