# THOMPSON+CLARK
INVESTIGATIONS LTD / DETECTION / PROTECTION / SECURITY

## Proposal for Services
## Further enhancement of security measures

**To:**

**Sarah Giles**
**Support Services Manager**
**Southern Response**
**Earthquake Services Ltd**

**From:**

**Gavin Clark**
**Thompson and Clark**
**Investigations Ltd**

**September 2015**

# THOMPSON+CLARK
## INVESTIGATIONS LTD / DETECTION / PROTECTION / SECURITY

29 September 2015

Sarah Giles
Support Services Manager
Southern Response Earthquake Services Ltd

Dear Sarah,

**RE: Enhancement of security measures for SRES**

**Introduction**

Subsequent to a security review conducted by Thompson & Clark and delivered to SRES during the month of August 2015 this proposal covers further security services which were identified as vulnerabilities during the review phase. The selected recommendations where we believe T&C can assist SRES are outlined in the table below and are itemised in this proposal in a manner which will allow partial or full selection of the proposed services.

The recommendations made that have been identified where T&C can be of assistance are outlined in the following table:

| | |
|---|---|
| 2 | Develop Security Risk assessment programme to maintain a current understanding of the risk to the business and its personnel. |
| 3 | Develop and fully document baseline security performance criteria and ensure all staff and 3rd Party organisations use company security policy and procedures |
| 4 | Develop a site specific office security plan and introduce it to new employees. |
| 5 | Develop and maintain security operating level procedures with input from Thompson & Clark and manage on a weekly basis dependent upon threat level, publish or post these for staff members on a regular basis. |
| 9 | Develop a challenge culture within the organisation through written and scenario based training. |
| 10 | Conduct annual refresh training in respect to tailgating reinforcing a challenge culture within the organisation. |
| 13 | Security Personnel should receive first responders training to reinforce their understanding of the trespass act and section 56 and the expectation upon them during a panic alarm activation. |
| 15 | Develop mail procedures and awareness training for reception team and ensure that all mail for both buildings including courier parcels are directed to #6 Show Pl. |

**Recommendations 2 to 5**

These four recommendations cover security policy and security management systems intended to enhance SRES security of its assets and continuity of business operations through the effective management of security risks. By considering site-specific circumstances, security risks will be managed through a risk-based, performance-oriented management systems approach. The foundation of a security management systems approach is to identify and analyse security threats and vulnerabilities, and to evaluate the adequacy of countermeasures provided to mitigate the threats.

This will be achieved by the following three steps:

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1. Creation of a SRES Security Policy which covers the protection of people, assets, operations and company reputation.
2. **Security Management and Procedures Manual-** Development of a SRES Security Standard through this manual as a reference document that provides instruction on security management activities performed in support of the SRES Security Standard as well as procedural instruction on the implementation of the SRES Security Standards and covers:
   o Security Priority Matrix providing a consistent basis to measure the threat
   o Security Threat & Operating Levels to enable an understanding of the current threat level.
   o Baseline Security Performance Criteria for office and sites (security plan)
3. **Security Risk Assessment Manual-** Allowing for a SRES security standard assessment process to measure the company security risk. The process includes the functionality of the likelihood of consequence and the severity of consequence of an adversarial threat.

Thompson & Clark estimate to create, engage with key stakeholders and publish the Security Policy and Standard with the supporting procedural manuals as outlined above will require 10 days to complete.

- Develop and implement security policy and related manuals- 8 days x ▮▮▮▮ per day = ▮▮▮▮▮▮▮ plus GST and disbursements.

### Recommendations 9 and 10

These two recommendations relate to developing a security culture and awareness training package around the security culture including tailgating and general security awareness. This training package called "first responders" has already been developed and delivered to some SRES personnel and can be further delivered by identified personnel within the organisation.

We can assist with training the trainer if this is required.

- Delivery of training ▮▮▮▮ per day plus GST and disbursements.

### Recommendation 13

This recommendation relates to all security personnel receiving further training in respect to their duties and to meet client expectations. The above mentioned first responders training package can be enhanced to be more focused around security personnel and their individual performance in a trespass or protest situation. The training will also include multiple scenarios to highlight expected behaviour with visitors and protesters as well as procedures to be taken during a panic alarm activation.

- Enhance and deliver First Responders training- 1.5 days x ▮▮▮▮ per day= ▮▮▮▮ plus GST and disbursements.

### Recommendation 15

Mail procedures and training.

White powder is a generic term used for chemical or biological contamination hazards in mail items. T&C can develop a mail handling procedure as well as awareness training for the reception team.

- Development of mail handling procedure and awareness training package- 2 x days @ ▮▮▮▮ plus GST.
- Delivery may be achieved during one of the other visits by T&C for services outlined above otherwise at ▮▮▮▮ per day plus GST and disbursements.

### Conclusion

Sarah, I trust that this proposal meets your expectations and as outlined earlier it can be implemented in part or whole as required by SRES to address your security concerns. I look forward to hearing from you and will follow up with you in due course once you have had time to review and consider this proposal.

Yours faithfully

Gavin Clark
Ph: ▮▮▮▮▮▮▮