

LABOR DISRUPTION CONTINGENCY PLAN

Security & Emergency Services

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Contingency Plan

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SECURITY OPERATIONS BASIC PLAN

Mission: The mission of Security during a strike or job action is to:

1. Accomplish all normal security functions.
2. Ensure that all Security compliance requirements are met.
3. Document any strike/job action related activity.
4. Take those actions necessary to ensure a safe working environment for employees and visitors.
5. Support the Labor Relations function as appropriate.

Assumptions:

1. Security will have approximately 48 to 72 hours notification before the beginning of any major strike activity.
2. Adequate funding will be allocated to cover the expense of additional security measures.
3. Local law enforcement agencies will take appropriate action in the event that strikers participate in criminal activity or violate any injunctive relief that may have been granted by the Courts.
4. Additional security resources will be required to adequately respond to any strike situation. The extent that additional resources will be needed will be dependent on the length, size and nature of the strike.
5. Some violence will occur during the strike at the picket lines.
6. Sabotage, to some degree, will be attempted in the plant.
7. If a strike occurs it will last at least 30 days.
8. The other unions at the facility or in the area will not significantly support the strike activity.
9. The leadership of the striking union will not be able to control the strike activities of 10-15 percent of their membership.
10. Senior Company officials, and their families, may be threatened.

Command: The CEO, or his designated representative, is responsible for the security resources at this location. This authority can be further delegated to members of security at specific site locations. The CEO will be responsible for the management of uniformed security personnel and retains the authority to place individual personnel of the uniformed security services under the direct supervision of members of the Security activity.

Control: The primary control center for security operations will be the Operations Center. The back-up control center for security operations will be located at a designated location. Operations Center(s) for other locations will be identified and activated as circumstances dictate.

Communications: Fast and reliable communications capability with various elements of the security force will be critical to the successful completion of the security mission. It should be assumed that all communications may be monitored. Clear text language will be used in all communications. Call

signs and communications security (COMSEC) must be maintained at all times. Pro-words, call signs, and “10-codes” should be utilized at all times to frustrate picket communications intelligence (COMMINT). As a minimum, each post will have radio communications capability. An authentication system will be used to validate communications.

<u>Primary Communications:</u>	Telephone (Direct dial and/or Cell)
<u>Secondary Communications:</u>	Hand-held radios

SECURITY RESOURCES

General: Security resources consist of personnel, physical security equipment and support equipment.

Personnel: Security employs security professionals and administrative security personnel who are not committed to specific contract performance. The security services contractor has the ability to provide approximately a certain number of man-hours of service per week. This level of service can be increased, for a period not to exceed 30 days, by increasing the work hours to 12 hours per day and severely restricting time off. Additional strike specific security requirements will be subcontracted to a designated subcontractor, Special Response Corporation. They are tasked to provide unlimited contingency related security services within 48 to 72 hours of notice.

Physical Security Equipment: Physical security equipment will be purchased or rented from various suppliers. Installation will be coordinated with the clients’ facilities supervisor:

Fencing: If necessary, temporary fencing will be obtained from a local vendor who has the ability to install and remove temporary fencing. Unless required for compliance purposes, standard “snow fence” will be installed.

Gates: If necessary, temporary gates will be obtained from a local vendor who has the ability to install and remove this type of barrier.

Barriers: If necessary, any permanent barriers will be of concrete construction and purchased. Temporary barriers will be leased from a local vendor and will be of road barrier design.

Lighting: If necessary, portable lighting will be obtained from a local vendor.

Communications: Portable radios/cellular phones will be supplied by the security services contractor. Portable communications devices will be rented from a local vendor.

Cameras: Camcorders will be supplied by the security services subcontractor. Any additional CCTV systems/equipment that may be required will be rented from and installed by a local supplier.

Additional Support Equipment: If additional equipment is needed it will be obtained through normal sourcing methods.

If a settlement has not been reached, then Security should arrive on-site for briefings, logistics and security processing. Security recommendations should be followed through at least 48 hours before contract expiration (i.e., changing locks at identified potential sabotage locations, reserving locations for off-site parking for employees, etc.).

Strike Operations: This phase of the operation begins at the time of the strike and continues until a strike settlement has been achieved. The primary purpose of this phase is to ensure the continuity of operations with the minimal amount of disruption and to take those actions necessary to support the negotiating position of the business.

The primary objectives of security are to:

1. Assist in securing the perimeter.
2. Deter sabotage to key operating locations.
3. Prepare for clearing out the property for striking employees (“sweep”). The “sweep” will be conducted with department heads/managers present to assist and advise any striking employee that they are trespassing. Any persistent striking employee refusing to leave will be removed by the local authorities and the incident documented by Security. Inspection of operational equipment should be conducted at this time for potential sabotage.

A determination will be made within the first 12 hours to increase manpower. The main factor would be strike activity/escalation.

Post-Strike Operations: This phase of the operation begins with the announcement of a strike settlement and continues for approximately two weeks. The primary purpose of this phase is to transition back to a normal security posture in a smooth manner.

ESCORTS

Transportation of Employees: In order to transport employees across a picket line with the minimum amount of danger and anxiety for the passengers, we normally use a passenger van that seats fifteen people. Every window, except the windshield and two front side windows may be blacked out. This makes it difficult for pickets to see who is riding in the rear of the vehicle. All doors are to remain locked and windows closed at all times. Passengers are to be instructed not to react to, nor instigate any type of interaction with the pickets either orally or by gesture.

When crossing the picket line, either transporting employees or escorting other vehicles, it should be standard procedure to have a camera operator in the vehicle along with the driver. This is especially true at the beginning of the labor dispute. It is during this period when there will likely be the most agitation among pickets on the line. If the dispute becomes lengthy and there have been reductions in manpower, Security may modify this procedure.

Usually, there are scheduled times for employees to arrive and depart the worksite. However, once the pickets become familiar with these times, the activity at the line will probably increase during these transfers. It may be necessary to postpone or even cancel a particular transport if it is deemed unsafe to attempt to cross the picket line.

Vehicle Escorts: The second major function of the Security Escort Team is to escort vehicles onto and off of client property. Usually, tractor-trailer trucks will make up the majority of these escorts. These vehicles will be operated by their owners/drivers 99.9% of the time.

When escorting a vehicle to and from the site, it is necessary to have a member of the Security officer inside the vehicle with the driver. This Security officer serves two functions. The first function is to provide camera coverage from inside the vehicle. The second reason, which is equally as important, is to lend guidance and reassurance to the driver. The driver of an escorted vehicle may have never crossed a picket line and will justifiably be apprehensive. It is the responsibility of the Security officer to inform the driver what to expect from the pickets at the line, what precautions the driver must be prepared to take and, most important of all, that it is in his or her best interest to follow the instructions of the Security officer in the vehicle. The instructions given by the Security officer are not limited to, but should include the following:

1. Doors are to remain locked and windows are to remain closed at all times.
2. Proceed slowly, under control and with caution as you approach and cross the picket line.
3. Expect to have your vehicle spit on and possibly have objects thrown toward the vehicle. Do not react either physically or verbally to any actions of the pickets.
4. Follow any instructions given by police, civil affairs officers or the Security officer in the vehicle, but no one else, especially pickets.
5. If there appears to be space to cross the line, be conscious of the fact that a picket may attempt to step in front of the vehicle as it begins to move in order to feign injury.

Each site will have different circumstances, which may require different or additional instructions. The principle objectives of the Security Escort Team Members are to document all activities during the escort and to keep the operator of the vehicle calm and under control.

Inbound Escorts: Each “escorted” vehicle will require at least one “escort” vehicle, usually a 7-passenger mini-van or a car, which will have a driver and a camera operator and will trail the escorted vehicle. It is preferable to have a second escort vehicle to lead, but vehicle and manpower constraints may not allow this luxury. On the inbound escort, having the escort vehicle trail allows camera coverage from the rear. The front of the vehicle will be covered by the camera in the vehicle and by those posted at the entrance to the site.

If a second escort vehicle is in use, that vehicle would lead the group across the line and could be utilized as a third camera on the front of the escorted vehicle.

It is acceptable to escort more than one vehicle inbound at one time. Again, if possible, have one escort vehicle per truck. There will be one camera operator in each of the inbound trucks, with each truck trailed by an escort vehicle. If there are more trucks than escort vehicles, then the escort vehicles should be interspersed with the trucks with one escort vehicle trailing the entire procession. Once more, the goal is to keep as much camera on the inbound vehicles as possible.

When there are multiple vehicles inbound, it is a good practice to have more than two officers standing post on the entrance. This does not mean you must have more cameras, although it is not a bad idea, but it helps to have extra eyes on any activity at the line.

Outbound Escorts: The outbound escort of vehicles is handled in essentially the same manner as the inbound. The minimum number of personnel required is the same (i.e., one camera operator in the truck and a driver and camera operator in the escort vehicles). Also, there should be at least one escort vehicle per truck. The only major difference in outbound versus inbound is that the escort vehicle crosses the picket line first. This procedure is repeated with every outbound truck, especially in multiple vehicle escorts.

As the first escort vehicle crosses the picket line, it will move to the right as soon as it is practical. It will then await the first truck while filming the front of the truck. When the first truck crosses the picket line, it will continue past the waiting escort vehicle. When the truck has passed, the escort vehicle will fall in behind and trail the truck from the area. The second escort vehicle moves to the picket line and the second truck moves behind the second escort vehicle. This process is repeated with each outbound vehicle until all have cleared the picket line.

As with any operation, this plan is subject to modification as needed. It does, however, illustrate the basic method for ingress and egress to and from the jobsite. There are a few things that will remain constant at any site when performing escort operations:

1. Maximize the camera coverage.
2. Maintain close visual contact between escort vehicle and truck.
3. Ensure safety of people and property.

Another important aspect of escorting vehicles is the process of actually traveling from Point A to Point B. We must constantly be aware of the possibility that union activity will extend beyond the picket line. It is not uncommon for union members to follow vehicles, and, at the very least, attempt to harass and impede the drivers of the escorted vehicles. They may also attempt to impede and disrupt the efforts of the Security team to maintain observation and camera coverage of the escorted vehicle. It is here that good driving skills and the ability to quickly and accurately assess a situation become paramount. These situations can easily become hazardous for people and property. It is incumbent upon the members of the Security team to remain cool and focused on the mission at hand. Again, the mission is to document any and all events surrounding the escort. The goal is not to “win” a driving competition against union members, but to safely deliver the package to its destination. Unless it is a matter of life and death, the Security team Members will **never** exit a vehicle during an escort.

LEGAL

General: General Counsel, or other designated legal supplier will provide specific legal guidelines for Security to follow during a strike situation. All Security-related procedures will be conducted in strict compliance with all Federal, State, and local laws and applicable labor decisions.

MEDIA IMPACT

General: As expected, striking union members thrive on the media coverage shed on the negative practices of the company of which they are striking. It is advised that the client be mindful of any negative practices arising due to a potential work stoppage.

VEHICLE ENTRANCES/PARKING

General: Vehicle entrances will be severely limited. Those entrances that are open have been selected because of their ease of operation during a strike situation. The number of entrances may be increased or decreased based upon the strike situation and the employee population reporting to work. Vehicle parking under Company control will be readily available at all locations. Employees will be directed to park as close to the facility as possible at the designated operational entrances.

BOMB THREAT PROCEDURES

General: Bomb threat procedures will be handled in accordance with Standard Work Instructions.

STRIKE DOCUMENTATION

General: The purpose of the documentation process is to create a physical record of acts of criminal or illegal contingency activity. This activity will be documented through the use of various types of photographic equipment and personal observation of the activity. Fixed CCTV assets will be used to supplement the activities contingency documentation teams. Each team will normally be comprised of a team leader, still photographer, and video photographer.

Contingency activity documentation will be accomplished in accordance with Federal and State laws and NLRB requirements. Specific guidance will be provided by the General Counsel on a case-by-case basis.

An outside firm will be used to accomplish strike documentation. This firm will be responsible for providing trained personnel, all required equipment, finished documentation products, and testimony in court, if required. The preferred supplier is Special Response Corporation, 14804 York Road, Sparks, MD 21152, 410-785-1212.

Documentation Center: The Documentation Control Center (DCC) should ideally be co-located with the Contingency Control Center. The center requires approximately 400 square feet of floor space and the following equipment. The Facilities Manager is responsible for identifying suitable space for these activities and for supplying the appropriate furniture:

- | | |
|-------------------------|---|
| ___ Desks/Tables | ___ Computer Lines |
| ___ Chairs | ___ Telephones |
| ___ Cabinet, Lockable | ___ Fax Machine |
| ___ Electric Typewriter | ___ Photocopier |
| ___ Computer Terminals | ___ Appropriate Administrative Supplies |

The Center will be staffed with two Security personnel to document illegal contingency activity and a supervisor during regular work hours and one Security representative during non-work hours. A paralegal will also normally be available to interview witnesses, and prepare and certify statements.

All contingency documentation will be saved as Word documents. All evidence, photographic evidence and statements associated with a particular incident must be annotated on an incident report and cross-referenced. All photographic evidence and hard copies of incident reports, and related documentation will be centrally stored in the Center.

STRIKE DOCUMENTATION OVERVIEW

General: The purpose of contingency documentation is to document acts of criminal or illegal strike activity. This activity will be documented through the use of various photographic equipment and personal observation of the activity. Fixed CCTV assets will be used to supplement the activities contingency documentation teams. Strike documentation teams will routinely operate at gate locations. Each team will normally be comprised of a team leader, still photographer, and a photographer. As a minimum, the following types of activity will be recorded.

1. Mass or "Lock Step" Picketing (including distinctly marked signs and placards as well as picket sign captions).
2. Crowd Violence (surges, encirclement of cars/people, throwing objects, pounding on vehicles, etc.).
3. Assaults on Non-Strikers.
4. Motorcade Activity (include license plates were possible).
5. Vehicle Stalled in or Blocking Entrance (include license plate and driver).
6. Major Police Maneuvers.
7. Arrests and Apprehensions (include the prisoner arrested, the arresting police and crowd. Follow the removal of any prisoners).
8. Harassment of Vehicles or Pedestrians Crossing Picket Lines.
9. Damage to Company Property.
10. Significant Traffic Congestion (especially at entrances to facilities).
11. Picketers who appear to have been "knocked down" by in-coming vehicles.
12. Picket Captains at Each Location (at the beginning of the day and when they are replaced).

Plant facilities will be recorded externally, prior to strike activity, to provide baseline documentation in the event that there is strike related damage to facilities.

INSTRUCTIONS TO PHOTOGRAPHERS AND RECORDERS

General Instructions: Although it is legal for employees or the union representing them to engage in a strike and to picket, the law demands that the picketing be peaceful and that no one desiring to enter the plant be prevented from doing so by force, threats, massed picketing or otherwise.

If a strike should occur, it is hoped that it will be a peaceful one and that the pickets and others who may appear at the various plant gates will comply with the law and respect the rights of any individual employee who desires to enter the plant.

Pickets are legally entitled to do no more than to ask individuals to honor the picket line. Every individual has the right to make his own free choice whether or not he will cross the picket line and the law fully protects that right.

You will be responsible for photographing, or serving as an eye-witness to, any attempts by pickets or others to restrain any individual from attempting to enter the facilities. Restraint may take the form of physical violence, threats of violence, massed picketing or blocking the gates or roadways by obstruction of any kind.

If you observe any of the union officials, including stewards, on or near a picket line and the pickets attempt to keep people from entering the facilities, you should endeavor to capture an image of the union official at the scene to establish the complicity or tacit approval of union leadership.

A picket line captain will generally be in charge of one or more individuals; observance of activities on the line should furnish some indication of the individual or individuals in charge.

Photographers: The responsibility of the photographers will be to complement video with close-up photography of all types of illegal picket line activity. Such photographs will help identify individuals who engage in misconduct. You should attempt to capture close-up images of individuals engaging in such activities as:

1. Inflicting or trying to inflict physical violence upon persons or property.
2. Blocking roadway or preventing entrance to gates.
3. Placing physical obstructions (including tacks, nails, etc.) in road or gate entrance.
4. Taking down automobile license numbers of cars entering the plant.
5. Urging a group of pickets or individuals to “closer-up” or mass in front of a gate entrance

If an act of misconduct is photographed, also capture images of Police Officers and management personnel at the scene. Keep current with relief changes.

Photograph all picket signs. Take pictures of any picket or individual carrying a club, sling shot, knife, etc. Observe actions carefully and if the club, beer can opener or other article is used to scratch or damage a car, etc., photograph the incident. Also be ready for picketers who pretend to be “knocked down” by entering vehicles.

Recorders: The responsibility of the Recorders is to make a written or verbal record of incidents of misconduct that is observed at or near the picket line. Special forms or tape recorders will be supplied and should be used to record your notes of the incident including date, time, and location of any photographs taken. Use a separate data sheet, both sides, for each incident and fill in all blank spaces at the top of each sheet.

Insert on each sheet the corresponding photograph number given you by the photographer. This will enable quick connection of data sheets with corresponding photographs after they have been developed.

It is more important to make brief notes on the data sheets, rather than an organized detailed statement. These notes should refresh your memory when you later prepare a more complete written report.

The following list shows the kind of facts you should cover on the data sheets:

1. Describe type of misconduct or physical violence – hair pulling, choking, slugging, scratching, any clubs, sticks or instruments that caused bodily harm or damage to automobiles.
2. Describe the activities of individuals blocking roadway or preventing entrance to gates.
3. Specific details of the actions of picket line leaders, employees, or union representatives. Record their comments, if any, and describe action of the crowd as a result of this activity.
4. Secure names and badge number of any police officers on the picket line and get patrol car number. Keep current with relief changes.
5. Record the exact wording of all picket signs and the approximate size, shape and material used in making the sign.
6. Describe in detail the size, shape and material of any physical obstruction placed in the roadway by pickets.
7. Record names of injured employees and describe injury.
8. Record make of car and license number of damaged vehicles.
9. Secure names of Security and management personnel at each gate. Keep current as relief changes are made.

Video Photographers: If pickets or crowds at any gates to the plant attempt to prevent anyone from entering a Company plant by means such as those described in these instructions, photographers should try to obtain videotape of such incidents, particularly the following:

1. Panoramic views that will show crowds milling about the gate entrances and along the roadways, traffic conditions, etc.
2. Close-ups that will show the pattern of movement by the mass picketing to prevent entrances into the plant.
3. Close-ups of any employees trying to enter the gate, including those turned away as well as those who enter.
4. Close-ups of any altercations, scuffles and physical violence to persons or property. Pictures of any individuals involved in such activity.
5. Close-ups of any individual who appears to be directing picket line activities. Employees and union representatives on the picket line.
6. Close-ups of union representatives talking to employees, in groups or individually.
7. Close-ups of any police activity, such as arrests, instructing pickets to allow employee entrance, etc.
8. Close-ups of any physical obstructions placed in roadway or gate entrances.
9. Close-ups of pickets carrying signs, showing wording or signs.
10. Panoramic views of traffic flow prior to and at time change of shift changes, when picketing is taking place.
11. Close-ups of any employee or picket injury – or automobile damage as a result of crossing picket line.

Video Recorders: Video recorders should essentially follow the same routines as the photography recorders using the forms, or tape recorders, provided. Make sure the description of events recorded gives the time filming ended for each incident.

NOTE: DO NOT photograph legal, peaceful picketing when there is no attempt to block employees from entering the plant for misconduct.

EVIDENTIAL PROCEDURES

Instructions: Although it is legal for employees, or the Union representing them, to engage in a strike and to picket, the law demands that the picketing be peaceful and that no one desiring to enter the plant be prevented from doing so by force, threats, massed picketing or otherwise. Police will be at all Company gates if a strike occurs.

Pickets are legally entitled to do no more than to ask individuals to honor the picket line. Every individual has the right to make his own free choice whether or not he will cross the picket line and the law fully protects that right.

If a strike occurs, we hope it will be a peaceful one and that the Union will follow the above principles. However, if efforts are made to interfere with or prevent the entrance of people who desire to work, it is important that accurate evidence of such attempts to be obtained.

Information of any attempt to prevent your entry into the plant will be of great value to the Company in its efforts to stop such illegal conduct by pickets or strikers. Be alert and attempt to fix in your mind as many details as possible of any incident in which you are involved. Make brief notes promptly. These notes will help you later in preparing a more detailed statement.

In attempting to enter the plant, use good judgment and do not be drawn into an altercation. Drive up to the gate, and if you are stopped, state that you are an employee and that you want to enter the plant in order to work. If you are told that there is no work in the plant because of the strike, simply repeat your request to be allowed to enter. If your request is refused, ask to speak to the picket line captain at the gate and repeat your request to him. If he refuses, you should try to obtain the help of a Police Officer in the immediate vicinity to assist you in getting in.

NOTE: For safety, do not open your car door and do not open your window more than a crack.

If it appears futile to make further efforts at that gate, or if it seems that further efforts might provoke an altercation, immediately stop and withdraw. However, repeat similar attempts at other gates.

Make a mental note of the identity of pickets you recognize and anyone who appears to be in charge of the picket line. Get the name or badge number of any Police Officer whose assistance you request. Also note the following facts and be prepared to give a statement covering them.

1. Time you left your home. Time it took to reach the gate. How does this compare with time it normally takes you for the trip in absence of strike? Names of other occupants in your car.
2. Route traveled to reach plant. Traffic problems, if any, at or near plant resulting from picketing. Describe.

3. General description of scene at plant.
4. General description of scene at the gate you attempt to enter. Approximate number of pickets. Describe any physical obstructions placed in road or gate entrance.
5. Describe attempts made to enter the gate and results.
6. Wording of picket signs.
7. Any pickets observed taking license plate numbers of cars entering the plant. Describe.
8. Names of pickets, particularly if any are officials or stewards of the Union.
9. Number of Police observed in immediate vicinity. Describe attempts made by police observed in immediate vicinity. Describe attempts made by police to assist people through the picket line.
10. Describe attempts made to enter other gates.
11. When was entrance to plant finally made?
12. Description of damage, if any, to car.
13. Any difficulty experienced in leaving plant. Repeat points 1-12 above.

INSTRUCTIONS TO SECURITY ASSIGNED TO GATES:

General Principles: Although it is legal for employees or the union representing them to engage in a strike and to picket, the law demands that the picketing be peaceful and that no one desiring to enter the plant be prevented from doing so by force, threats, massed picketing or otherwise. Police will be at the Company gates if a strike occurs to see that law and order is enforced.

Pickets are legally entitled to do no more than to ask individuals to honor the picket line. Every individual has the right to make his own free choice whether or not he will cross the picket line and the law fully protects that right.

1. **Security Team:** You are a member of a security team, whose job is to see whether the above principles are followed by the pickets, and if not followed, to observe and report picket activities as outlined below. This team will be composed of a security officer and several photographers and their assistants.
2. **Things to Do:** When on duty, carry with you at all time a small note book and pencil for use in making brief notes of illegal incidents that occur at your gate, emphasizing the following:
 - a. Time and place.
 - b. Approximate number of pickets and names of any individuals in the picket line or nearby whom you recognize; number of picket signs and what they state.
 - c. Names or descriptions of individuals who appear to be in charge of the picket line, and those who engage in violence, name calling, massed picketing, etc.
 - d. Whether any obstructions are placed at gate.
 - e. Whether clubs, sling shots, knives, beer can openers or other articles are carried by pickets.

- f. License plate number (if obtainable) and description of every car that attempts to enter the gate and is prevented from doing so; otherwise state make and color of car. Describe what was done by pickets to keep car from entering and note date and time that attempt to enter is made.
- g. Attempts to rock or damage a car trying to enter the gate.
- h. What attempts Police make to prevent violence or to help people enter the gate.
- i. Any stalled or abandoned automobiles on public roads around the facilities. Get license numbers and description of automobile.

Report acts of violence promptly to your task force captain.

3. **Fights:** Your station at the gate will be inside the Company property line. If fighting occurs or attacks are made on non-strikers who try to enter the gate, you should immediately notify your Task Force Captain. Under no circumstances are you to cross the Company property line.

The police have the sole responsibility to see that law and order is maintained outside the Company gates and in areas adjacent to the facilities.

4. **Automobile Caravans:** Slow moving automobile caravans of pickets or their supporters may attempt to block Company gates. Note time and place where caravan is first observed; whether composed of one or more lines of cars and approximate number of cars in each line; identify if possible. Individuals in caravans, particularly those in lead cars; note number of times caravan passes the gate and exact time it repeats the trip by your gate. Report incident to Task Force Gate Captain.
5. **Photographers:** There will be a photographer available at each plant entrance. When you observe an illegal act taking place direct the photographer to capture it.

PERSONNEL IDENTIFICATION & INTERNAL CONTROLS

General: Proper identification of personnel entering facilities and proper control of personnel working in the facilities is critical in limiting vandalism and other criminal acts associated with strike activity.

Facility Entry: Employees and resident visitors entering the facility will be positively identified. Standard operating procedures will apply to all other visitors. Employees and resident visitors requiring a temporary badge must produce some other photo identification before being issued a temporary badge. The interiors of all commercial vehicles will be visually inspected before entering/exiting the facility.

Internal Controls: All personnel will be required to display their security badge at all times. Personnel who do not have a badge displayed will be stopped and questioned. If they cannot produce a Badge, they will be escorted to the nearest Security post. Depending upon the strike situation, and the requirement for stricter control, employees may be restricted to specific portions of the facility and records made of entry / exit to and from internal locations of the facility.

Control of Members of the Striking Union: Upon commencement of a strike action the Facility Access Control System will be programmed to electronically disable the cardkeys issued to all members of the striking union, if applicable.

COMPUTER – SECURITY

General: Managers/operators of unclassified computer systems will take those actions necessary to ensure the security of the individual security systems. Those actions routinely taken to ensure system restoration after a catastrophic failure will be adequate to meet minimum security requirements. Additionally, all PCs, and network terminals where possible, should have keyboard lockout software loaded and the terminal should be physically locked, if possible. Any questions regarding systems security measures should be directed to the Manager, Security - Information Assurance.

FINANCE & COST ACCOUNTING

General: Security strike services are not budgeted for in the operating budget of the Security activity. Normal sourcing methods will be used to procure the necessary security services.

SUPPORT AGENCIES

Federal:

FBI – State Office Telephone _____

State:

State Police Telephone _____

Railroad Police (if applicable) Telephone _____

County:

County Sheriff's Department Telephone _____

Undersheriff Telephone _____

Chief Sheriff Telephone _____

Local: (City/Township/Borough)

_____ Telephone _____

_____ Telephone _____

_____ Telephone _____

Gaining Support from Elected Officials: Elected officials often realize that during major strikes, there is an opportunity to increase their visibility within the public. It is often the case that elected

officials attempt to utilize the intensity of a volatile strike situation to further their own political agendas, while securing votes. Again, if an elected official demonstrates support for the “plight” of the striking union members, not only does he/she gain future votes, informal pacts are made which may influence decisions affecting the client.

Miscommunication with Local Law Enforcement: It is strongly suggested that contact between local law enforcement and the client’s managers be initiated in the months prior to a work stoppage. Often it is the case that law enforcement is not aware of the legal parameters surrounding a work stoppage and illegal strike behavior. Since strike-breaker laws vary by state, it is crucial that such meetings take place in the months prior to the work stoppage. It is in the best interest of the client that local law enforcement be contacted in all cities where other client locations may be. Advance legal research must be conducted so that law enforcement is not intimidated during a strike, while maintaining the authority to arrest when applicable.

SHIPPING & RECEIVING

General: Those activities involved in shipping and receiving operations must define their needs to Security before and during strike situations. The number of transactions should be limited and consolidated to the greatest extent possible. Transactions should be scheduled to occur at those times of the day that will have the least potential for generating union reaction.

POST STRIKE REQUIREMENTS

General: At the completion of strike activity, the following actions must be accomplished to ensure a smooth transition to normal operations: Increased presence of supervisory security personnel in the work area will be maintained for the first seven days after strike activity. Investigative follow-up of criminal activity occurring during the strike will be completed. A critique of security activity will be conducted within 30 days of the completion of the strike.

Police Agencies: Notify all involved police agencies of the strike settlement immediately. This communications must be coordinated with the CEO.

Barriers: Remove all barriers and signs in the most expeditious manner possible.

SOURCING REQUIREMENTS

General: Purchase orders will be placed with specific suppliers to provide a predetermined level of effort within a specified period of time after notification. These purchase orders will be reviewed on an annual basis to ensure that they reflect the required amount of service that will be required. All selected suppliers must be capable of providing required services during a strike situation.

INDIVIDUAL PROTECTIVE SERVICES

General: Individual protective services will be provided to managerial personnel who are threatened during a strike situation. This service can include surveillance of residence, transportation (except across picket lines), escort of family members, etc. The level of protection that would be provided will be tailored to the specific threat and the desires of the employee.