

DOE TARGET FOLDER FORMAT



U.S. DEPARTMENT OF ENERGY Office of Health, Safety and Security

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INITIATED BY:
Office of Health, Safety and Security

CERTIFICATION

This document contains the currently-approved protective force “Target Folder Format” referred to in DOE M 470.4-3A, *Contractor Protective Force*, and DOE M 470.4-8, *Federal Protective Force*.

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Date

VOLUME I

1. General Site Information.
 - a. Mission
 - b. Economic impact on area
 - c. Employment
 - d. Environment

2. Location.
 - a. Strip maps to the site from nearest airports, interstate highways, other principal routes
 - b. Surrounding area map (counties, cities, towns within 50-mile radius)

3. Site Boundaries.

4. Area (if applicable).
 - a. General data
 - b. Mission

5. Facility Description.
 - a. Photos
 - b. GPS coordinates
 - c. Map references
 - d. Azimuth and distances to predominant features
 - e. Grounds description
 - f. Helicopter landing zones w/approach obstacles (trees, light poles, fences, walls, vegetation)
 - g. Building construction
 - (1) Roof entrances and exists
 - (2) Roof type and strength (support helicopter landing?)
 - (3) Fire escapes and ladders
 - (4) Stairways
 - (5) Elevators

6. Security.
 - a. Security interests
 - (1) Special nuclear material storage or processing
 - (2) Other
 - b. Protection program description
 - (1) General defensive strategy
 - (2) Facility security force duties
 - (3) Response forces and missions (containment or denial)
 - (4) Security communications
 - (5) Weapons/ammunition/uniforms
 - (6) Radiation monitors

- c. Limited Areas (LAs)
 - (1) Reason for LA
 - (2) Security measures
 - d. Protected Areas (PAs)
 - (1) Reason for PA
 - (2) Security measures
 - e. Process core (material in process and/or storage)
 - (1) Material access area
 - (2) Vaults
 - f. Memoranda of Understanding (MOUs) with Federal/State Local Law Enforcement Agencies
 - g. Security systems
 - (1) Intrusion detection - external
 - (2) Assessment - external
 - (3) Intrusion detection – internal
 - (4) Assessment - internal
 - h. Central alarm system (CAS) and secondary alarm system (SAS) locations
7. Electrical Power Sources.
- a. Security system power supply
 - b. Operations power supply
 - c. Diagrams (panel locations)
 - d. Matrix
 - (1) Area/equipment affected
 - (2) Breaker
 - (3) Panel
 - (4) Panel location
 - e. Impact of no electrical power
8. Ventilation System.
- a. Air conditioning
 - b. Size
 - c. Alarms
9. Telephone System.
- a. Panel location
 - b. Phone numbers to outside lines
 - c. Servicing company
 - d. Cell phone availability
10. Medical Support.
- a. Site
 - b. On-call/mutual aid

11. Fire Protection.
 - a. Firefighting equipment on site
 - b. Sprinkler system
 - c. Extinguisher locations
 - d. Air packs
 - e. Halon
 - f. Hydrant locations
 - g. Mutual aid

12. Toxic Hazards.

13. Water.
 - a. Potable water locations
 - b. Turn-off valves
 - c. Emergency storage
 - d. Maintenance company

14. Sewer.
 - a. Manhole covers
 - b. Routing and dimensions

15. Vehicles - type and number normally found.

16. Staffing.
 - a. Key personnel data
 - b. Badging information
 - c. Emergency Operations Center (EOC) information
 - d. Command post locations

VOLUME II

1. Building Layout - Floor Diagrams.
 - a. Doors
 - b. Interior windows
 - c. Rooms
 - d. Camera locations
 - e. Special Nuclear Material Storage or other Critical Targets
 - f. Fighting positions - fixed and movable
 - g. Other pertinent security information

2. Operational Considerations.
 - a. Fixed no-fire zones
 - b. Recommended general tactical approaches
 - c. Likely hostage holding area(s)
 - d. Potential adversary vantage points
 - (1) Fields of fire
 - (2) Constraints on weapons

3. Exterior Breaching.
 - a. List of access points with descriptions
 - b. Windows
 - (1) Size
 - (2) Type
 - (3) Thickness

VOLUME III

1. Critical Path(s).
 - a. Critical path diagrams (with photos/video)
 - b. Critical path doors
 - (1) List of doors along path with descriptions
 - (2) Door information matrices
 - (a) Interior/exterior
 - (b) Glass size (wire)
 - (c) Width
 - (d) Height
 - (e) Thickness
 - (f) Lock type
 - (g) Door opening direction
 - (h) Material
 - (i) Keys and key control
 - (j) Breaching means and tools
 - c. Comments
 - d. Update date

2. Locations of Friendly (DOE) Precision Rifleman/Special Weapon Positions.
 - a. Area
 - b. Building
 - c. Location (description)
 - d. Photos

3. Critical Target Tactical Approach Aids.
 - a. Selective shutoff and/or bypassing security/radiological/fire alarms
 - (1) Sensor types and locations
 - (2) Light types and locations
 - (3) Activated barriers types and locations
 - (4) Methods of turnoff
 - (5) Personnel with access/control
 - (6) Methods of bypass
 - b. Ventilation shutoff/bypass
 - c. Special breaching assist information
 - d. Knowledgeable insiders