



**OHIO MILITARY RESERVE**

**600.00**

Standing Operating Procedure

# **PHYSICAL SECURITY OPERATIONS**

Headquarters, Ohio Military Reserve  
Deputy Chief of Staff, Intelligence (G2)  
1000 Lawrence Road  
Camp Perry Training Site  
Port Clinton, Ohio  
43402-2921

**01 January 1998**

**OHIO MILITARY RESERVE**  
Deputy Chief of Staff, Intelligence and Security (G-2)  
1000 Lawrence Road, Camp Perry Training Site  
Port Clinton, Ohio 43402-2921

OHMR-G2

01 Feb 98

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Physical Security Operations - SOP 600.00

1. REFERENCE

FM 19-30, Physical Security

2. GENERAL

This SOP describes the planning process required for effective physical security either as an operation itself or as an adjunct to other operations.

3. PURPOSE

This SOP provides a uniform guide for physical security planning by providing the basic guidelines and format of a physical security plan enabling staff and commanders at all levels to plan with the same concepts and process in mind, increasing the effectiveness of physical security efforts.

4. SCOPE

This SOP is applicable to all units under the command or control of the Ohio Military Reserve.

5. RESPONSIBILITY

Implementation of this SOP, or its principles, is the responsibility of intelligence/security personnel or any person to whom such duty is assigned by their commander.

6. OVERVIEW OF PHYSICAL SECURITY OPERATIONS

Physical security generally follows a continuous four-phased cycle oriented on the commander's mission. These four phases are:

- a. Collecting information. During this phase, information is collected regarding:
  - 1) What is to be protected (facilities, personnel, equipment, civilians, etc.)?
  - 2) What are the threats (weather, natural disaster, unfriendly elements, etc.)?
  - 3) Who can provide assistance (military, state/local government, civilian agencies, volunteers, etc.)?
  - 3) What resources are available (transport, shelter, rations, barricade materials, etc.)?
  - 4) Duration of the mission?
- b. Processing the collected information. As information is collected and received, it is processed into security intelligence. Processing consists of:
  - 1) Recording.
  - 2) Evaluating the information to determine its pertinence, reliability, and accuracy.
  - 3) Interpreting the information to determine its meaning and significance.
- c. Planning physical security operations and disseminating the plan. Using the resulting intelligence and a basic outline of a physical security plan (See Annex A), a plan is developed. The completed plan is disseminated through means of annexes, briefings, estimates, messages, situation overlays, reports and summaries.
- d. Monitoring execution of the plan. Once the plan has been disseminated, the situation is monitored before and during actual plan implementation.
  - 1) Updated information about the threat situation is collected; the mission objectives are

reviewed and the effectiveness of the units executing the plan is analyzed.

2) New factors are evaluated against the current plan and determination is made as to whether the plan needs modification or if the current execution needs improvement.

3) Recommendations for changes are disseminated through means of annexes, briefings, estimates, messages, situation overlays, reports and summaries

### 3. SCHEDULE FOR PHYSICAL SECURITY PLANS AND REPORTS

a. Units should maintain as local SOPs physical security plans for their primary assembly area (PAA) and their alternate assembly area (AAA). These plans should be reviewed annually and, if required, updated.

b. Units should maintain as a local SOP a general physical security plan for field operations. This plan should be reviewed annually and, if required, updated. While the nature of the plan requires that some areas be very generalized, other areas can be specifically assigned and will help eliminate confusion during the initial phase of an operational mobilization. Some of the specific things which should be addressed include but are not limited to:

- 1) Which element will be assigned the initial physical security responsibility?
- 2) Will the assignment be permanent or will it rotate?
- 3) Level of security anticipated?
- 4) Which specific items which must be protected?
- 5) What sort of access control criteria will be used?

c. In the event of mobilization, the intelligence/security section will immediately begin the process of physical security planning and be prepared to recommend a physical security plan to the commander at the earliest possible time. Normally, the key elements of the plan may be issued verbally and are followed by a detailed plan which is delivered as an annex to the operations plan/order.

d. During operations, the physical security planning process is a continuous cycle which must operate twenty-four hours a day. The disseminated physical security plan will be updated or modified as often as the situation dictates.

Annex:

A - Physical Security Plan

Colonel, GS, OHMR  
Deputy Chief of Staff, G-2

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Cdr, 4th Bde  
Cdr, 5th Bde  
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## Annex A (Physical Security Plan) to SOP 600.00 (Physical Security Operations)

Annex \_\_\_ to ( ) \_\_\_

### PHYSICAL SECURITY PLAN

#### 1. PURPOSE

State the purpose of the plan, the unit and the place(s) for which it is intended.

#### 2. AREA SECURITY

Define the areas, buildings, and other structures considered critical and establish priorities for their protection.

#### 3. CONTROL MEASURES

Define and establish restrictions on access and movement into the primary (PAA) and alternate (AAA) assembly areas.

##### a. Personnel Access:

(1) Establish personnel access controls pertinent to both PAA and AAA. The commander must list what he considers his critical access areas (arms rooms, motor pool, headquarters, etc.) and determine area specific access controls.

(a) Authority of access

(b) Access criteria for:

- 1). Unit personnel
- 2). Visitors
- 3). Maintenance Personnel
- 4). Contractor Personnel
- 5). Media Personnel
- 6). Family Members

(2) Identification procedures. Determine what constitutes proper identification, sign in and sign out procedures, etc.

(3) Establish guidelines and procedures for use of force.

##### b. Materiel Control

(1) Incoming materiel: should vehicles be searched for sabotage hazards?

(2) Outgoing materiel: What documentation is required? Who has authority to release materiel?

##### c. Vehicle control

(1) What vehicles will be allowed where?

(2) What is the search policy on POVs?

(3) Consider the use of barriers to assist in vehicle control. Where will barrier material come from?

##### d. Issue and control of weapons (including clubs and batons) and ammunition.

(1) Establish procedures for issue of various classes of weapons and ammunition.

(2) Establish policy for use of various classes of weapons.

(3) Establish procedures for daily control and accountability for weapons, ammunitions and other sensitive items which may be considered as weapons or defensive/offensive devices.

#### 4. AIDS TO SECURITY

What physical aids are necessary to enhance your security posture upon mobilization such as lighting, securing doors to restrict access, etc.?

#### 5. SECURITY FORCES

Detailed instructions such as special orders, SOP, use of force, should be attached as enclosures to this plan as appropriate. They can be given to the guards as they are posted. Indicate the guard posts, areas to be secured, access points, communications points, etc. in the maps of the PAA and AAA.

#### 6. COORDINATION

a. Security plans should be coordinated with the local police and sheriff's department. Upon mobilization, they are excellent sources on the local threat and can be of assistance in handling problems with the public.

b. Coordinate with other units using the same armory.

c. Coordinate with higher headquarters in the THREATCON to determine proper security measures.

3 Encls

1. Map of PAA and AAA
2. Detailed security instructions for SOG and guards
3. Detailed instructions for countering terrorism, bomb threats, and reporting incidents.

COMMANDER'S  
SIGNATURE  
BLOCK