Sample Breach of Security (BoS) Reporting Form

When reporting security incidents, the following information should be collected:

1. Reporting Source Information

2. Incident location, including physical address;

3. Type of facility or ship; and

4. Brief summary of incident and impact.

A. **Response Actions**. Responding to a Breach of Security (BoS) report provides the [*Responsible Government Agency*] an opportunity to identify vulnerabilities in the port facility or ship security posture. Once identified, [*Responsible Government Agency*] can identify repeat offenders and causal factors leading to BoS trends, capture [*Responsible Government Agency*] response activities, and document best practices.

B. A prompt and focused preliminary assessment is necessary for all BoS reports. The preliminary assessment shall be conducted by [*Responsible Person/Agency (PSFO), Government Agency, etc.*] and should attempt to determine the intent, the actual threat, and the adequacy of the prevention and response measures taken by the port facility/vessel. The results of the preliminary assessment will determine the appropriate response actions

C. **Initiating a Preliminary Assessment**. The PSFO shall make the following inquires when conducting a preliminary assessment:

1. BoS information for conducting a preliminary assessment and questions are:

   a. Date, time and location of the incident;

   b. Nature of incident;

   c. Has the Port Facility Security Officer (PFSO) or Ship Security Officer (SSO) been notified?

   d. What actions were taken by affected port facility or ship?

   e. Has the immediate threat been mitigated?

   f. Has the [*Responsible Government Agency*] or offices been notified?

   g. Has a BoS occurred within the applicability of ISPS Code?

   h. Did the incident occur or result from circumvented, eluded, or violated security measures described in the approved Port Facility Security Plan (PFSP), Ship Security Plan (SSP)?

   i. Is there a potential threat to the Maritime Transportation System (MTS)?

j. Were there short-term effects of the incident on the port facility and ship operations?

2. A prompt response and assessment will yield better quality information and conveys the importance of the incident by the PFSO as the affected party, and encouraged future ISPS Code compliance as outlined in the PFSP or SSP

D. **<u>Follow-up Procedures</u>**. Once the preliminary assessment is completed and a BoS is determined to have occurred, the PFSO shall determine if:

a. The port facility or ship was in compliance with its PFSP or SSP at the time of the incident;

b. The port facility security personnel or ship security personnel responded to the BoS in accordance with the PFSP or SSP;

c. The circumstances surrounding the BoS identified a vulnerability not previously considered in the port facility or ship security assessment;

d. The circumstances surrounding the BoS indicated the security measures in place do not adequately address the vulnerabilities;

e. There is a history of similar incidents at the port facility or ship; and

f. The corrective actions, if any, the port facility or ship implemented to prevent future recurrence were incorporated in its security measures.