

MANAGED STATIONS MANUAL

Procedure: MS-39

Page: 1 of 2

Issue: 4

Date: 02 June 2012

STATION SECURITY PLAN – RESTRICTED

1 PURPOSE

To clearly define the responsibilities for the production of the Station Security Plan (SSP) template.

To define the responsibilities for the production of the location-specific SSP.

2 SCOPE

The content of this document applies to all persons working on Network Rail Managed Station premises, irrespective of the organisation / company for which they work.

3 REFERENCE

The following references govern or apply to the production and maintenance of the SSP template:

- National Rail Security Programme (NRSP) as issued in 2007 with amendments issued in August 2008.
- Rail Security Instruction (RSI) 1/07, with Variations issued subsequently.

4 RESPONSIBILITIES

R – Responsible for carrying out the task.

A – Accountable for seeing that the task is carried out

C – Consulted and provides input

I – Informed, no formal need for input

	Operational Security & Continuity Planning Mgr	Route/Area General Manager	Station Manager	Shift Station Manager	Security & Emergency Planning Specialist	SSP Distribution List	British Transport Police	DfT Security
5.1 Template Review	AR	I	I		I			
5.2 Complete SSP	I	AI	AR	RI	CI	I		
5.3 Central SSP Review	AR		I		I			
5.4 Station SSP Review	I	AI	AR	RI	CI	I		
5.5 Implement SSP			AR	R	C			
5.6 Report Incidents	I		AR	R	I			
5.7 Incident Debrief	!	!	A	C	R	C	C	C

5 PROCEDURE

- 5.1 Review of the SSP template annually (by 31 December) or:
- Following a significant security incident that impacts on the security arrangements.
 - Following instruction from the Department for Transport (DfT) or industry-accepted and approved guidance from British Transport Police (BTP) and / or other Law Enforcement Agencies.
- 5.2 Complete and maintain the SSP using the template at **Appendix A**, including local arrangements and classify the SSP as 'RESTRICTED'. Insert local arrangements where red text exists in the SSP template and distribute to the appointments and organisations listed within the SSP.
- 5.3 Review all updated / amended Managed Stations' SSPs upon receipt.
- 5.4 Review the SSP as instructed and at least annually during January and February and issue an updated version no later than 07 March. If a revised template is issued after this date, the current plan will stand until the next review date.
- 5.5 Implement the tasks and requirements detailed within the SSP.
- 5.6 Report any issues or events that impact upon the content and activities in the SSP.
- 5.7 Conduct formal structured debriefs of any significant / major security-related incidents on respective Managed Stations.