

## Activity in High-Risk Neighborhoods Program Staff Security Requirements

Generally, the Program Management Team considers all Baton Rouge SSO Projects to have some degree of personal safety risk potential. Several of the Program's construction activities, however, take place in high-crime neighborhoods and present a higher than normal risk to CH2M HILL and Subcontractor personnel (Program Staff). The Program Management Team has therefore endorsed the following Protocol and will make every effort via this Protocol to identify the higher than normal risk areas. However, each person is ultimately responsible for ascertaining the relative risk of any specific area/situation and for acting accordingly. When in doubt be cautious.

### PM/CM Responsibilities

- The Program CM is to arrange for police officers to periodically brief Program Staff (including subs and client's subs) on topics such as how to distinguish between a threatening action and mere showing off, how to act while in the neighborhoods, what to look for, what to avoid, what to report, and what to expect.
- The CMs, with assistance from the Program CM, are to conduct Project specific discussions with the local police departments to establish a line of communication and to identify potential High Risk neighborhoods within the Project at the beginning of each construction project.
- The PMs are to conduct Project specific discussions with the local police departments to identify potential High Risk neighborhoods within the Project in advance of any engineering design reconnaissance and/or surveys.
- The CM is to ensure the Police Department knows where and when construction will be done in High Risk neighborhoods. This is an ongoing requirement.
- The CM is to request regular (at least twice daily) Police Department patrols to active work zones in High Risk neighborhoods.
- The PM/CM are to report all project-related security incidents to Police Department and Program Management immediately including threats (verbal, written, & otherwise), vandalism, property damage, etc.) regardless of whether Program staff involved or not.

### All Program Staff Requirements at All Times (including PM & CM)

- Program Staff are not to walk in High Risk neighborhood work sites alone -- always use a buddy system, stay within site of the Contractor's crew, and/or be escorted by a police officer.
- Program Staff are to limit visits to High Risk neighborhood work sites when construction work is going on and are to never visit alone.
- Program Staff are not allowed to visit a High Risk neighborhood construction work site without first notifying the responsible CM -- visits are to be limited to necessary work-required activities.
- When arriving at a High Risk neighborhood work site and finding no Contractor workers present, Program Staff are to immediately leave the area.
- All Program Staff working on and/or visiting a High Risk neighborhood work site are required to periodically check in (several times a day at prescribed times) with the Program Office (AA, Program CM, receptionist, etc.). If acceptable check-in contact is not made, a police officer will be dispatched to your last known location.

## Construction in High-Risk Neighborhoods Program Staff Security Requirements

- Program Staff are to wear a high visibility vest (as well as other PPE when appropriate) when visiting a any project work site.
- Program Staff are to carry a concealed cell phone for emergency contact when visiting a High Risk neighborhood work site. Pre program emergency contacts with a "hot key" into cell/mobile phone. A secondary phone may be warranted.
- Program Staff are not to wear visible jewelry when visiting a High Risk neighborhood work site. Staff shall not carry firearms, other weapons, or wear inappropriate /controversial clothing. Program Staff are to carry a "throw away" wallet when visiting a High Risk neighborhood work site. Carry minimal cash, no credit cards and only personal identification.
- Program Staff are avoid bringing electronics (laptop, printer, expensive mobile phone, etc.) into a High Risk neighborhood work site; if your work requires bringing these items, keep them in a locked and concealed area and not in open view. Never work on the computer in your vehicle when in these areas.
- When entering a new area, always identify your exit route in the event of an emergency (if gunfire erupts or if a squad of police cars descend on the area, how would you exit the area and where would you go).
- When entering a new work zone area, drive around the block and area a few times to familiarize with the surroundings and to look for potential trouble spots. Identify the best place to park. Park in front of the work zone whenever possible, and always have the car pointing in the direction of exit.
- Use magnetic program logos on your vehicle at all times when driving for work purposes.
- If the Contractor is performing night-work, always have a police officer onsite full time, and request the contractor provide a site-specific security plan for the work. If either one of these is not provided, then Program Staff should not visit the site during night-work.
- Maintain a low profile, do not provoke or incite a situation that may result in a confrontation. If approached, do not antagonize aggressors

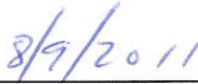
### All Program Staff Requirements Whenever Possible (including CM)

- Have an off duty police officer present whenever working in High Risk neighborhoods.
- Limit work hours (7AM – 12noon) – morning is always better in High Risk neighborhoods. Have a neighborhood "liaison" to help with work; some member of the community to perform useful, odd jobs that is highly visible to the residents in the neighborhood.

This Protocol is endorsed by the Program Management Team in coordination with CH2M HILL Security.



Michael Ellis, Program Manager



Date