



- Michael asked if the editorial comments from Lee Robison had been addressed. Darrell replied he had settled these with Lee directly. The proposed Chapter 21-15 was sent last Friday, Dec 4, for Jose, Ken, and Jim's signature.
  - Tommy asked how the signing of the document was tracked. Michael stated he normally tracks it but he had not been informed in this case where the document was.
  - Dale asked Darrell when to expect an answer from OGC. Darrell said he did not know.
- **Technical Handbook Chapter 70-7 Maintenance Standard.**
    - Jim reported that the Technical Handbook Chapter 70-7 Maintenance Standard has been posted to OEHE's webpage. To avoid the copyright issues a link to the International Building Code's webpage for purchase of the referenced document was inserted into this chapter.
- **Technical Handbook Chapter 4-1 HFAC.** (Atch 2) (Jim Biasco)
    - Jim distributed to the HFAC members a new revision on Dec 3. Tommy asked if everyone had seen the latest revision.
    - Brian stated he liked the description of the HFAC purpose.
    - Several members objected to the phrase, "continuously reviewed" in the purpose paragraph because it implied "unending" effort and required, "super-human" abilities. Jim's Dec 3<sup>rd</sup> revision already recommended deletion of this phrase.
    - Jim asked Brian to edit the Dec 3<sup>rd</sup> version. Brian agreed.
    - It was noted the paragraph numbering will be corrected by Lee Robison.
    - Paragraph 4-1.2, subparagraph – Term of Appointment, included the phrase, "*other representatives*". Dale questioned if this meant the HFAC committee composition could be different that the 9-member composition described in the paragraph above. Ken stated no but did agree that the wording could be misinterpreted.
- **Technical Handbook Chapter Updates.** (Atch 4) (Michael Weaver)
    - Michael stated his "Technical Handbook Update Listing" did not include those chapters that do not require the HFAC to review. This sparked a lively discussion as to who is responsible to determine what chapters must go before the HFAC.
    - Joe asked if the draft Chapter 21-X "Sustainability Guidelines for New Facility Construction, Build-To-Lease, and Major Renovation", should be presented to the HFAC. Joe stated the proposed update to the A/E Design Guide is expected to be ready for the HFAC by the middle of January. The A/E Design Guide section on sustainability refers to the draft Chapter 21-X; therefore, approval of this chapter is necessary. Otherwise, the new Design Guide will be incomplete.

- Michael, Ken, and Jim stated that the Technical Handbook requires the author (i.e., Division Director) to decide whether the chapter should come before the HFAC.
- Jose will follow-up on the status of the draft sustainability chapter (Chapter 21-X) for Joe.

**New Business:**

- **Results of the HFAC election.**
  - Tommy stated the membership expiration dates posted on the OEHE webpage were incorrect. The correct term expiration date is October 2010. Dale motioned to declare the recent election result void and to continue with the same HFAC membership until the correct term expires in October 2010. Jim seconded the motion. **Motion to void recent election results and to continue with the current HFAC membership until October 2010 passed without objections.**
  
- **The term of the chairperson – Tommy Bowman.**
  - Tommy stated he was in his 4<sup>th</sup> year as the HFAC chairperson. Per the HFAC charter the chairperson's term of appointment is 3 years but may be extended once for another 3 years. If not extended, a new chairperson shall be selected among the HFAC membership. Because of the oversight to solicit nominations for a new chairperson after Tommy's first 3 years, Tommy will solicit nominations by e-mail next week.
  - Keith has one year remaining on the HFAC; therefore, he can not serve the full 3 years as the chairperson.
  
- **Update to the A/E Design Guide.**
  - Ken stated the sustainability chapter (Chapter 21-X) needs to be resolved before the updated A/E Design Guide is presented to the HFAC for approval.
  
- **Technical Handbook Chapters.**
  - Ken informed the HFAC that Gary Hartz wants all updates and new Technical Handbook Chapters published no later than 1 July 2010.
  - Tommy suggested forming a workgroup to review the chapters. Michael suggested rather than review all chapters the workgroup should review Lee Robison's list of outstanding chapters. Ken volunteered Joe and Michael to review the technical handbook chapters for editorial updates. Michael stated he will assess the existing facility chapters by early January. Jim and Jose are to review their technical chapters.
  - Ken described the problems with the OEHE website. He stated the website server needs to be expanded to allow posting of all HFAC minutes with attachments. HFAC members concurred that all HFAC minutes need to be posted – not just the most recent minutes. Ken informed the HFAC that Lee is aware that the OEHE Technical Handbook's "Table of

Contents” on the webpage differs from the individual listed chapters (e.g., the individual chapter list shows a chapter has not been posted ‘X’ but under the Table of Contents the chapter has been posted).

**Action Items:**

- Brian will edit the draft Chapter 4-1 Health Facilities Advisory Committee provided by Jim on Dec 3. This edited version shall be provided to the Executive Secretary for distribution to the HFAC members. HFAC members will vote by e-mail whether to approve or disapprove the final revision.
- Jose will determine whether the draft Chapter 21-X Sustainability Guidelines for New Facility Construction, Build-To-Lease, and Major Renovation requires HFAC approval.
- Tommy will solicit nominations by e-mail next week for the HFAC chairperson.
- Joe and Michael will assess the existing facility chapters by early January. Jim and Jose will review their technical chapters to identify the chapters needing update.

**Next Meeting:** Thursday, February 18, 2010 at 12:00 p.m. (Eastern Time).

**Adjournment:** Jose motioned to adjourn. Ken seconded motion. **Motion to adjourn passed without objection.**

Attachments:

1. Jul 23, 2009, Meeting Minutes (Approved).
2. Draft Technical Handbook Chapter 4-1.
3. Chapter 5 – Physical Security Positions, provided by CDR LaRoche by e-mail.
4. Technical Handbook Update Listing.

**CHAPTER 1 - HEALTH FACILITIES ADVISORY COMMITTEE**

4-1.1 DEFINITION, SCOPE AND PURPOSE..... (4-1) 1  
4-1.2 COMMITTEE MEMBERSHIP AND METHOD OF OPERATION ..... (4-1) 2

**4-1.1 INTRODUCTION**

~~This chapter of the Technical Handbook describes the Indian Health Service (IHS) Health Facilities Advisory Committee (HFAC). The Health Facilities Advisory Committee is an interdisciplinary body of nine professionals, versed in matters related to the design, construction, operation and maintenance of health facilities and facilities in-general. The body advises the Director of the Indian Health Service Office of Environmental Health and Engineering, and the recommendations are recorded through the Technical Handbook for Environmental Health and Engineering (OEHE Technical Handbook) and through occasional Technical Memoranda when appropriate. The HFAC operates in a senior staff capacity, as it identifies and establishes best-practices, standards and guidelines for the Agency to utilize in planning, design, construction and operation and maintenance of facilities. The HFAC does not substitute for the authority and priorities of the Area Directors over Area program management. The HFAC does not establish IHS management and/or operational policy. It describes the purpose of the HFAC, membership requirements, and the process related to HFAC activities. The work of the HFAC is unending as it will be necessary to continuously review new technologies and requirements, determine their applicability to IHS, and make recommendations for technical standards relative to the planning, design, construction, operation, and maintenance of health care facilities and staff quarters. As this information is developed, it will be issued to the appropriate part of the Technical Handbook for Environmental Health and Engineering. The HFAC operates in a staff capacity, and does not substitute for line management or in any way exercise the prerogatives of the operating programs.~~

- A. ~~Background~~ - The IHS ~~Division of Facilities and Environmental Engineering (DFEE)~~ Office of Environmental Health and Engineering (OEHE) is charged with implementing the planning, design, construction, operation, and maintenance programs for health care facilities and staff quarters serving American Indians and Alaska Natives as authorized and funded by the Congress. This requires coordination and communication among many different disciplines to stay current with changes in technology, ~~medical equipment~~, model codes, and federal/state and local technical requirements. Because of the unique nature of IHS health care facilities (e.g., remote locations, cultural sensitivity, etc.), the model codes and standard practices of the regular government entity often do not adequately address all issues. These are the types of matters brought before the HFAC for evaluation and resolution.
- B. Purpose - The HFAC is established for the purpose of ~~reviewing, evaluating, developing, and issuing~~ technical criteria requirements used in the planning, design, construction, operation, and maintenance of IHS health care facilities and staff quarters as determined by the respective health care facilities program Division Directors. The HFAC's major thrust is in developing generic standards to provide continuity and consistency in IHS health care facilities. The standards will minimize the need to "reinvent the wheel."

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Recommendations by the HFAC will be documented and based on past experience, sound judgment, deductive risk management, and suitability for standardization in the IHS arena. ~~The HFAC is not intended to manage program policy or guidance under the purview of the various programs or other established committees. The HFAC operates in a staff capacity, and does not substitute for line management or in any way exercise the prerogatives of the operating programs. Management of the programs is under the line authority of the Area Directors with management guidance set by IHS headquarters through the OEHE Technical Handbook.~~

#### 24-1.2 COMMITTEE MEMBERSHIP AND METHOD OF OPERATION

- A. Composition of Committee - The HFAC is composed of nine members selected from representative programs that deal with the planning, design, construction, cooperation, and maintenance of IHS health care facilities and staff quarters. Members are not expected to represent their ~~tribe, agency-organization~~ or program, rather they are selected because they are knowledgeable professionals who represent a cross section of the interests, concerns, and responsibilities of IHS health care facilities and staff quarters programs.

The HFAC will consist of the following nine members:

- § Four IHS representatives from the ~~DFEE OEHE~~Headquarters program (two representatives from Headquarters East, one representative from ES-Dallas and one representative from ES-Seattle);
- § One IHS representative from the Area Office institutional environmental health program; and
- § ~~Three Four~~Three at-large ~~Area IHS Area~~ Facilities Engineers, that occupy a position of Area Facility Director, Deputy Director, or equivalent, jointly selected and voted by the HFAC membership; and  
One at-large Facilities Engineer (facility program head/director/chief) from an in-patient health care facility.
- § ~~One tribal representative from the tribal advisory committee, either a member of that committee or as recommended by that committee.~~

~~When required (generally for extended period of absence of members), the selected All members shall designate an alternate to attend on their behalf during their absence. members Members may delegate their HFAC responsibilities in writing to an alternate representative within the same groupings indicated above, in their office, division, branch, or section.~~

HFAC members, or their delegated representatives, are ~~expected~~ to be ~~registered Registered / Licensed / Certified professionals in their fields. Professional Engineers, Registered Architects, Certified Industrial Hygienists, Certified Safety Professionals, or~~

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Comment [JB1]: Function of tribal member is done through FAAB

~~or Registered Environmental Health Specialists/sanitararians. This registration requirement may be waived with the concurrence of the Director, DFEE/OEHE.~~

~~It is desirable to rotate membership between those eligible within the groupings as possible.~~

- A. ~~Term of Appointments - Membership on the HFAC for the four representatives from the environmental health and engineering program will generally be the Headquarters Division Directors, other representatives will be appointed by the Director, DFEE/OEHE. The length of term for the three at-large Area Facilities Engineers, the one Facility Engineer -and one representative from the institutional environmental health program will normally not exceed three years. However, the Director, DFEE/HFAC membership, may approve an extension for up to one year when justified, e.g., an individual is heavily engaged in ongoing committee tasks, or a member is elected to Chairperson or Vice-chairperson and total service beyond three years is appropriate. When the term of an at-large Area Facilities Engineer member and one Facility Engineer member has expired or that person no longer serves in an Area Facilities Engineer position or Facility Engineer position respectively, replacement members are jointly selected and appointed by the HFAC membership. At-large members may serve up to two consecutive terms.~~

- B. ~~Chairperson and Vice-Chairperson - At the initial HFAC meeting or any subsequent meeting where a Chairperson and Vice chairperson has not been elected, one representative from the environmental health and engineering program, will serve as the Temporary Chairperson. The first order of business will be for the membership to elect a Chairperson and Vice chairperson. The term of both the Chairperson and Vice-chairperson is three years. A person may not serve more than two consecutive terms in either one of these positions. If the Chairperson's or Vice chairperson's term exceeds an individual's term of membership on the HFAC, the Director, DFEE/OEHE, may approve an extension for up to one year.~~

~~If the Chairperson must vacate that position for any reason, the remainder of the term will be served by the Vice-chairperson. If the position of Vice-chairperson becomes vacant for any reason, the membership will elect a new Vice-chairman to begin serving a new term.~~

~~Nominations – Upon a vacancy, the Director of Office of Environmental Health and Engineering (OEHE) Chairman shall solicit nominations from the Area HFAC membership Associate Directors of OEHE. The Area Associate Director may determine the most appropriate nominee, bearing in mind the roles and responsibilities outlined in the HFAC Charter.~~

~~The current HFAC and outgoing HFAC membership shall review the nominations, the nominee's resume or curriculum vitae, and shall vote or arrive at consensus on the new membership. Upon selection, the HFAC will forward the proposed appointees names to the Director OEHE for appointment.~~

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C. Method of Operation - The HFAC shall develop its own internal procedures relative to its method of conducting business. These shall include, as a minimum, consideration of the following:

- (1) A meeting shall be held quarterly and may be conducted as conference calls. When possible, HFAC meetings should be scheduled in conjunction with workshops, conferences, etc., which are attended by HFAC members.
- (2) In accord with the HFAC procedures, provision may be made for the Chairperson to appoint an executive secretary.
- (3) A proposed agenda for each meeting will be developed and made available to the members prior to the meeting.
- (4) Minutes of each HFAC meeting will be drafted, distributed, and approved by the HFAC membership.

(5) A quorum consists of at least 50 percent of the HFAC voting membership. A person attending as ~~sit in an~~ Alternate representative of ~~another~~ member shall not be counted in determining the quorum requirement ~~and cannot vote.~~

(5)(6) A person attending as an Alternate representative of a member cannot vote.

(6)(7) Where voting is required or appropriate, e.g., election of the Chairperson, action will be determined by the simple majority of the HFAC voting membership. Consensus is the method preferred in determining HFAC actions.

(7)(8) The HFAC may elect to establish standing or ad hoc subcommittees, said membership of which may include non-HFAC members provided that the chairperson of that subcommittee is a voting member of the HFAC.

(8)(9) The HFAC will adopt and follow an established procedure to develop, review, and issue standards or guidelines. This includes the following items:

§ The HFAC will establish specific priority areas where standard guidelines are needed. Written suggestions and concerns for topics to be considered by the HFAC are encouraged from any personnel involved in the planning, design, construction, operation, and maintenance of health care facilities. Specific assignments may be made by the Chairperson and performed by individual members or subcommittees for later presentation and approval by the HFAC.

§ The HFAC member assigned to specific tasks should prepare a completed draft guideline which will be distributed to the HFAC members and reviewed for editorial comments. The comments will be mailed to the preparer by the individual members. Then, the preparer will revise or correct the completed draft guideline and distribute to the HFAC members. The preparer will present the corrected draft guideline for discussion at the meeting.

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TECHNICAL HANDBOOK FOR ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME I B ADMINISTRATION  
**PART 4 B TECHNICAL RESOURCE GROUPS**

- § After the discussion, the HFAC membership could accept or reject the corrected draft. If the draft is acceptable, the ~~chairperson~~ Chairperson will ask for a motion to adopt or follow the draft. If the draft is rejected, due to incomplete write-ups, or it needs additional information, etc., the chairperson will ask for resubmission at a later date.
- § The Chairperson is responsible for assuring that appropriate personnel have an opportunity to review and comment on the proposed guidelines, and that the membership has considered these comments, before they are approved by the HFAC.
- § The executive secretary will record the approved motion, prepare a decision notice outlining the HFAC position and actions taken; issue, decision, reference, and date when the guideline was voted by the HFAC membership. The decision notice may include a draft technical handbook chapter prepared by HFAC members or subcommittee or others. The decision notice may also include a published guideline or standards used by the Federal government or private sector.
- § The Chairperson will review and sign the decision notice, and the executive secretary will mail this notice to the HFAC membership and Area offices together with the draft technical handbook chapter subject to editorial revision.
- § The signed decision notice will be filed in the HFAC chapter of the Technical Handbook for Environmental Health and Engineering, and the draft technical handbook chapter will be appropriately formatted and ~~issued in the appropriate part of the Technical Handbook~~ forwarded to the Director OEHE staff for editorial revisions and comments.
- § The draft technical handbook chapter will be reviewed ~~for to~~ address editorial comments ~~as needed by the HFAC membership.~~ These comments will be forwarded to the HFAC member or subcommittee or others who prepared who guideline as needed. ~~The draft technical handbook chapter as corrected will be mailed to the executive secretary.~~
- § ~~The DFEE program staff edits the draft technical handbook chapter and prepares the final chapter.~~ After the final edit, this OEHE staff will prepare and submit a transmittal notice to the Director of the DFEE-OEHE program for approval.
- § When the final chapter is approved by the Director, ~~of the DFEE-OEHE program,~~ the ~~draft technical~~ chapter will be ~~replaced with~~ the approved chapter as part of in the Technical Handbook for

Comment [JB3]: Can't issue without approval of the OEHE Director?

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TECHNICAL HANDBOOK FOR ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME I B ADMINISTRATION  
**PART 4 B TECHNICAL RESOURCE GROUPS**

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Environmental Health and Engineering by the manager of the  
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facilities advisory committee - draft 2008.doc~~

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## **Chapter 5, Physical Security Positions**

### **Physical Security Inspector (All Levels)**

The purpose of the Physical Security Inspector (PSI) is to conduct authorized official non-law enforcement inspections of Federal and Tribal Critical Infrastructure and Key Resources. The PSI is responsible for inspection and oversight of all Agency security initiatives to include physical security, antiterrorism, counterterrorism programs and policies, and coordinates with all principal law enforcement federal agencies to ensure compliance. The PSI reviews, evaluates and recommends appropriate security systems or physical protection systems for new and existing facilities throughout the Agency; and researches and develops methods and techniques to study and evaluate existing physical security, antiterrorism, counterterrorism and overall Homeland Security coordination. Additionally, the PSI is responsible for the identification and initial inquiry and investigation of possible violations of security directives with regards to federal physical security requirements.

### **Authority**

Inspectors executing official physical security inspections while on official duty will be authorized to enter all designated facilities in order to execute physical security inspections. Inspections will be executed in accordance with Department of Justice standards and Agency guidelines.

### **Clearances**

Only responsible individuals with sufficient grade and experience, capable of performing the applicable duties will be appointed as an Inspector. Inspectors should as a minimum possess a national security clearance commensurate with the highest national security program relevant to their respective activity.

### **Training**

All Inspectors will be required to attend and successfully complete, the Federal Law Enforcement Training Center, Physical Security Training Program, at Glynco, Georgia. Prior to inspecting any facility Inspectors will also be required to assist with two physical security inspections under the direct supervision of the Director or Deputy Director of IHS Emergency Services. Also staff will be required to demonstrate the below expertise and knowledge

- Knowledge of the concepts, principles, and methods of physical security programs and policies, including compliance and enforcement.
- Skill in analyzing potential problems or deviations from security standards to coordinate development of security plans and corrective action compliance plans
- Skill in orally presenting inspection/investigative findings and recommendations and interacting effectively with others to establish alliances and maintain effective working relationships within and external to the agency.
- Skill in written communication to effectively present information, including inspection/investigative reports, to internal personnel and to groups and individuals external to the agency
- Ability to manage a diverse workforce and lead others, including planning and assigning work, improving and controlling performance, selecting employees, and promoting EEO human relations and employee participation.

The core program, Physical Security Training Program (PSTP), will provide the Inspector with in-depth knowledge on many relevant physical security issues including:

- Access Control
- Bombs and Explosives
- Closed Circuit Television Systems
- Computer Security
- Contingency Planning
- Domestic Terrorism
- Weapons of Mass Destruction
- Guard Force
- Intrusion Detection Systems
- Locks and Locking Devices
- Operations Security (OPSEC)
- Perimeter Security
- Protective Lighting
- Risk Assessment
- Security Design
- Security Information Resources
- Security Legal Considerations
- Security Survey Process
- Special Events Security Equipment
- Special Events Security Planning
- Security Surveys
- Physical Security and Crime Prevention
- Workplace Violence
- Weapons/Explosives Detection

Additional training requirements include:

- ICS 100, Introduction to the Incident Management System
- ICS 200, ICS for Single Resources and Initial Action Incidents
- ICS 300, Intermediate ICS for Expanding Incidents (2008)
- IS 700, National Incident Management System, An Introduction
- IS 860, National Infrastructure Protection Plan
- A-101 Aviation Safety
- OSHA 1910.120 HazMat Awareness Training or Equiv.
- Prevention and Response to Suicide Bombing Incidents

### **Credentials**

The Director of the IHS Office of Emergency Services (ES) shall review and sign all credentials. The Director; or Deputy Director of ES shall be responsible for the management, distribution and control of all physical security inspector's credentials and badges. Consistency of qualification and training will be reviewed in accordance with the responsibilities and technical knowledge required above. The official issued above credentials is responsible for compliance with all applicable rules, regulations and standards set forth under the Homeland Security Act of 2002, the Homeland Security Presidential Directive 7 (HSPD 7).

Records shall be maintained by the Director, IHS ES to indicate the disposition of all credentials and badges. Upon termination of employment, reassignment, or transfer, the bearer shall return the credentials, badge, and case to the issuing official prior to being granted final separation clearance. Issuing officials shall take appropriate action to ensure that credentials and badges are returned, or otherwise accounted for, prior to the employee separating from the Agency or transferring to another organizational unit within the Agency.

Any deviation from appropriate behavior or professional conduct as per this policy shall be grounds for removal of assigned Inspector and revocation of credentials. Also any loss or theft of, or damage to, credentials and badges shall be immediately reported in writing to the issuing official with an explanation of the circumstances. An administrative investigation into the

circumstances concerning the loss, theft, or damage shall be immediately conducted by the issuing official.

### **Physical Security Specialist (Level I and Level II <50 persons)**

The purpose of the Physical Security Specialist (PSS) is to conduct authorized official non-law enforcement inspections of Federal and Tribal Critical Infrastructure and Key Resources. The PSS is responsible for inspection and oversight of all Agency security initiatives to include physical security, antiterrorism, counterterrorism programs and policies, and coordinates with all principal law enforcement federal agencies to ensure compliance. The PSS evaluates security systems or physical protection systems for new and existing facilities throughout their Area.

### **Authority**

Specialists executing official physical security inspections while on official duty will be authorized to enter all designated facilities in order to execute physical security inspections. Inspections will be executed in accordance with Department of Justice standards and Agency guidelines.

### **Clearances**

Only responsible individuals with sufficient grade and experience, capable of performing the applicable duties will be appointed as a Specialist.

### **Training**

All Specialists will be required to attend and successfully complete, the IHS Physical Security Specialist Program. Prior to inspecting any facility Specialists will also be required to assist with a physical security inspections under the direct supervision of the Director or Deputy Director of IHS Emergency Services. Also staff will be required to demonstrate the below expertise and knowledge

- Knowledge of the concepts, principles, and methods of physical security programs and policies, including compliance and enforcement.
- Skill in analyzing potential problems or deviations from security standards to coordinate development of security plans and corrective action compliance plans
- Skill in written communication to effectively present information, including inspection/investigative reports, to internal personnel and to groups and individuals external to the agency

The core program, Physical Security Specialist Program (PSSP), will provide the Specialist with basic knowledge on many relevant physical security issues including:

- Access Control
- Bombs and Explosives
- Closed Circuit Television Systems
- Weapons of Mass Destruction
- Guard Force
- Intrusion Detection Systems
- Locks and Locking Devices
- Operations Security (OPSEC)
- Protective Lighting
- Risk Assessment
- Security Design
- Security Information Resources
- Special Events Security Equipment
- Security Surveys
- Physical Security and Crime Prevention
- Workplace Violence

- Perimeter Security
- Weapons/Explosives Detection

Additional training requirements include:

- ICS 100, Introduction to the Incident Management System
- ICS 200, ICS for Single Resources and Initial Action Incidents
- IS 700, National Incident Management System, An Introduction
- IS 860, National Infrastructure Protection Plan
- OSHA 1910.120 HazMat Awareness Training or Equiv.

### **Credentials**

The Director of the IHS Office of Emergency Services (ES) shall review and sign all credentials. The Director; or Deputy Director of ES shall be responsible for the management, distribution and control of all Physical Security Specialists' credentials. Consistency of qualification and training will be reviewed in accordance with the responsibilities and technical knowledge required above. The official issued above credentials is responsible for compliance with all applicable rules, regulations and standards set forth under the Homeland Security Act of 2002, the Homeland Security Presidential Directive 7 (HSPD 7).

Records shall be maintained by the Director, IHS ES to indicate the disposition of all credentials and badges. Upon termination of employment, reassignment, or transfer, the bearer shall return the credentials to the issuing official prior to being granted final separation clearance. Issuing officials shall take appropriate action to ensure that credentials and badges are returned, or otherwise accounted for, prior to the employee separating from the Agency or transferring to another organizational unit within the Agency.

Any deviation from appropriate behavior or professional conduct as per this policy shall be grounds for removal of assigned Inspector and revocation of credentials. Also any loss or theft of, or damage to, credentials and badges shall be immediately reported in writing to the issuing official with an explanation of the circumstances. An administrative investigation into the circumstances concerning the loss, theft, or damage shall be immediately conducted by the issuing official.

**HFAC DECISION AND  
TECHNICAL HANDBOOK UPDATE LISTING**

Tech Hndbk Vol/Part/Chptr	HFAC Dec. No.	Title/Status/Action
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**Completed Chapter Updates - No Action Needed**

I - 4-3	NA	<b>Codes Committee Organization.</b> Completed and posted on web site.
III - 21-2.4	41	<b>Radon Control and Mitigation.</b> Completed and posted on web site.
III - 21-3.2	17	<b>Civil/Structural Guidelines - Floodplain Criteria.</b> Completed and posted on web site.
III - 21-3.3	17	<b>Civil/Structural Guidelines - Storm Water Discharges From Constructon Sites.</b> Completed and posted on web site.
III - 21-4.4	2	<b>Smoke Damper Use (Toxic Vapor Cases)</b> This decision was deleted on 9/2/98 and removed from the web site.
III - 21-4.9	37	<b>Dental Ventilation.</b> Completed and posted on web site.
III-21-5.3	42	<b>Standby Power System Generator Selection Criteria.</b> Completed and posted on web site.
III - 21-8	NA	<b>Metrication.</b> Completed and posted on web site.
III - 24-2	26	<b>Applicability of Codes, Constrc. Codes and Stds.</b> Completed and posted on web site.
III - 24.3	36	<b>Clarification of the Application of Fire Protection/Life Safety Codes.</b> Combined with chapter 24-2 above.
III - 24-2.5	30	<b>Authority Having Jurisdiction.</b> Completed and posted on the web site.
III - 24-4	24	<b>A/E Design Guide.</b> 1996 version. Decision No. 39 added August 03 version to web site. March 05 version added to web.
III - 24-9	25	<b>Interim Life Safety Measures.</b> Web site location needed updating and is complete.
III-21-4.10	NA	<b>USP 797.</b> Completed and posted on web site.
III - 24-11	34	<b>Installation of Fire Sprinkler Protection in Healthcare Facilities.</b> Completed and posted on the web site.
III - 21-4.7	35	<b>Fire Sprinklers Versus Alternate Provisions (Quarters).</b> HFAC approved combining with chapter 24-11 (see above) and dropping this sub-chapter. (Note: 2006 NFPA requires single family homes to be
VI-70-7	NA	<b>International Property Maintenance Code.</b> Completed and posted on the web site.
VI - 87-1	4	<b>Asbestos Abatement: Removal Vs. Less Expensive Alternatives.</b> Superceded by Part VI, Chapter 75-6 - Best Practices for Environmental Remediation and Management. Completed and posted on web site.
VI - 87-3	5	<b>HVAC Refrigerants Use.</b> Superceded by Part VI, Chapter 75-6 - Best Practices for Environmental Remediation and Management. Completed and posted on web site.

**Chapters Needing Updates, Final Review, Signature, Web Site Posting**

III - 21-15	33	<b>Security Level Selection for Use in the Design of New Federal Facilities.</b> Approved at 7/23/09 HFAC meeting. As of 11/13/09, Lee had questions from his final edit that require Darrell to address and return to HFAC.
I - 4-1	NA	<b>HFAC Charter.</b> HFAC to discuss most recent draft from James Biasco at 12/8/09 meeting.