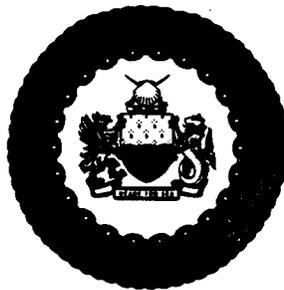




PHYSICAL SECURITY PLAN



NSCSINST 5530.1A



DEPARTMENT OF THE NAVY

NAVY SUPPLY CORPS SCHOOL
ATHENS, GEORGIA 30806-5000

IN REPLY REFER TO:

NSCSINST 5530.1A
62A

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NAVSCSCOL INSTRUCTION 5530.1A

Subj: PHYSICAL SECURITY PLAN

Encl: (1) NSCS Physical Security Plan

1. Purpose. To establish policy and provide guidance with respect to physical security onboard the Navy Supply Corps School (NSCS). The standards, as reflected in this plan and related base directives, are established to prevent unauthorized access to facilities, materials, equipment and information. It is further designed to safeguard these materials against damage, sabotage, espionage, or theft which could hinder the command's ability to perform its mission.

2. Scope. This instruction and its enclosure address physical security, security measures, and responsibilities for prevention of compromise onboard NSCS. This instruction is directive in nature, and shall not be construed as superseding directives issued by higher authority, nor as limiting individual resourcefulness in enforcing physical security measures onboard NSCS.

3. Responsibilities. Security onboard NSCS is the direct, immediate, legal and moral responsibility of all military and civilian personnel employed by the Department of the Navy. Specific directives for security responsibilities can be found in Chapter 2 of enclosure (1). In brief:

a. The Commanding Officer is responsible for physical security and loss prevention at NSCS.

b. The Security Officer is the designated representative of the Commanding Officer and is responsible for the planning, implementing, enforcing and supervising the physical security and loss prevention programs of the command.

4. Applicability. This instruction is applicable to all military and civilian personnel stationed at, employed by or embarked onboard the Navy Supply Corps School, including tenant activities.

5. Changes. Due to the large number of changes, additions, and deletions, individual annotations are not practical and are not indicated.


L. J. SAPERA

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CHAPTER I

INTRODUCTION

0100. References and Guidance. Appendix (a) lists reference and guidance material cited in this instruction.

0101. Definitions. For the purpose of this instruction, the following definitions apply as defined in reference (a):

a. Naval Activity: Any unit of the Naval Shore establishment, of distinct identity and established under a commanding officer or an officer-in-charge by directive from appropriate authority.

b. Physical Security: Physical security is that part of security concerned with physical measures designed to safeguard personnel, to prevent unauthorized access to equipment, facilities, materials and documents, and to safeguard them against espionage, sabotage, damage and theft. (Reference (b).)

c. Physical Security and Loss Prevention Program: Part of the overall security at an activity. The physical security portion of the program is concerned with means and measures designed to safeguard personnel and protect property by preventing, detecting and confronting acts of unauthorized access, espionage, sabotage, wrongful destruction, malicious damage, theft, pilferage, and other acts which would reduce to some degree the capability of an activity to perform its mission. Loss prevention is particularly concerned with preventing loss of supplies, tools, equipment or other materials in use, storage, transit and during the issue process. Concern is not only focused on the threat of criminal activity and acts of wrongdoing by forces external to the organizational unit; it is also specifically directed toward internal causes; theft and pilferage by those who have authorized access; inattention to physical security practices and procedures, and disregard for property controls and accountability. Physical security and loss prevention measures include instructions, procedures, plans, policies, agreements, systems and resources committed and designed to safeguard personnel, protect property, and prevent losses, thereby enhancing readiness.

d. Property: Property consists of all assets, including real property; facilities; funds and negotiable instruments; arms, ammunition and explosives; tools and equipment; material and supplies; computer hardware and software; and information in the form of documents and other media; whether categorized as routine or special; unclassified or classified; non-sensitive or sensitive; conventional or nuclear; critical, valuable or precious.

e. Facility: A facility is any building, structure or utility (including lines of communication and energy transmission) that is installed or established within a Naval Activity to serve a particular purpose.

f. Sabotage: Is an act or acts with intent to injure, interfere with, or obstruct the national defense of a country by willfully injuring or destroying, or attempting to injure or destroy, any national defense or war material, premises or utilities, to include human and natural resources (reference (b).) (For crimes of sabotage see Title 18, United States Code, Sections 2151-2157 (1976).) Note: During peacetime, destruction of government property, especially by U.S. military personnel, is normally investigated by the Naval Investigative Service as an act of wrongful destruction vice sabotage. (For crimes against military property, see Article 108, Uniform Code of Military Justice, or Title 10, United States Code.)

g. Espionage: (against the United States) is overt, covert or clandestine activity designed to obtain information relating to the national defense with intent or reason to believe that it will be used to the injury of the United States or to the advantage of a foreign nation (reference (b)) (for crimes of espionage, see Title 18, United States Code, Sections 792-799, (1976).)

h. Theft: Is a popular name for larceny, it is the taking of property without the owner's consent....with intent to deprive the owner of the value of same, and to appropriate it to the use or benefit of the person taking. (Blacks Law Dictionary, Fifth Edition). Note: Under the Uniform Code of Military Justice, a distinction is made between larceny and wrongful appropriation. Larceny is taking with intent to permanently deprive the owner, whereas wrongful appropriation is taking with intent to temporarily deprive the owner. (For crimes of larceny and wrongful appropriation, see Article 121, Uniform Code of Military Justice, or Title 10, United States Code, Section 921.)

i. Pilferage: Is petty larceny; stealing of small items, generally of stored goods. (Blacks Law Dictionary, Fifth Edition)

j. Waiver: A written temporary relief, not to exceed one year, from specific standards imposed by reference (a) pending actions or accomplishment of actions which will result in conformance with the standards required. Interim compensatory security measures are required.

k. Exception: A written approved permanent deviation from a specific provision of reference (a).

l. Physical Security Survey: An examination of the physical security and loss prevention programs of an activity to determine compliance with physical security policy. A physical security survey is normally conducted by the Security Officer or a representative of the activity being surveyed. Survey results are not normally disseminated up the chain of command; they are used as a management tool by the surveyed command.

m. Physical Security Review: An examination of the physical security and loss prevention programs of an activity to determine compliance with physical security policy. A physical security review is normally conducted by a representative of an immediate superior in command and subsequent action to correct noted deficiencies is required.

n. Motor Vehicle: As used herein will mean any two, three, four or more wheeled Navy or private vehicle, truck, machine, tractor, trailer or semitrailer propelled or drawn by mechanical power.

0102. Purpose. To establish uniform minimum standards for basic physical security onboard this command. These standards, as reflected in this plan and related base directives, are designed to prevent unauthorized access to facilities, materials, equipment or information and safeguard them against espionage, sabotage, damage, or theft that could reduce the command's overall ability to perform its mission.

0103. Scope. This instruction covers responsibilities for physical security, and loss prevention. It classifies various security hazards, details protective measures and management actions which should and must be employed to provide an acceptable security posture.

Compatibility of physical security requirements and the elimination of conflicting guidance are primary objectives. This physical security and loss prevention program addresses the protection of personnel and property. Such protection is accomplished by identifying the person or property requiring protection, assessing the threat, committing resources, determining jurisdiction and boundaries; by establishing of perimeters, barriers and access control; by providing the means to detect efforts to wrongfully remove, damage, or destroy property; and by employing a security force sufficient to protect, react to and confront circumstances which threaten personnel and property of the NSCS.

0104. Potential Security Breaches on board this command are influenced by the following:

- a. The specific training materials and equipment used in accomplishing the mission of training and preparing supply officers for the U.S. Navy.
- b. The open access type base with jurisdiction being held concurrently by the Navy, local, state, and federal authorities.
- c. The small, centralized location within the city of Athens.
- d. The logistical and operational support provided by many outside (civilian) agencies.
- e. The potential threat of being in an area with a highly transient, predominately young, adult population.

0105. Responsibility. The Commanding Officer is responsible for the physical security and loss prevention onboard this command and as such:

- a. This responsibility is exercised through the Security Division under the control and management of the Security Officer, who in turn is responsible for the enforcement of all security and traffic regulations.
- b. The Physical Security Review Committee is charged with advising the Commanding Officer on physical security matters onboard NSCS in accordance with reference (c).

CHAPTER II

PHYSICAL SECURITY RESPONSIBILITIES AND DUTIES

0200. General. The Commanding Officer is ultimately responsible for physical security and loss prevention onboard the NSCS.

The security of a command of this size and configuration cannot be interpreted as the sole responsibility of the Security Division or those in the duty sections. All personnel must view with suspicion any person or persons whose presence in an area is not logical or cannot be explained, and must make an immediate report of such occurrence to proper authorities. No physical barrier can be considered secure unless augmented by individual vigilance.

0201. The Commanding Officer of NSCS is responsible for physical security onboard, for appointing of a Security Officer and for establishing and maintaining a physical security and loss prevention program. The Commanding Officer is responsible for perimeter security, or for coordination thereof. He will provide sufficient resources, staff assistance and authority to the Security Officer to implement, manage and execute an effective Physical Security and Loss Prevention Program.

0202. The Security Officer will be appointed in accordance with the requirements of references (a) and (c). The Security Officer will:

- a. Manage, direct, and implement the command's physical security and loss prevention program.
- b. Determine the adequacy of, make recommendations for, and institute changes to the command physical security and loss prevention program as circumstances dictate.
- c. Develop, prepare, and maintain the command physical security plan as established in paragraph 0112 of reference (c).
- d. Develop, prepare, and maintain a current command loss prevention program in accordance with standards established in references (a) and (c).
- e. Develop, publish, and maintain physical security instructions which address required physical security procedures.
- f. Establish personnel identification and access control systems.
- g. Conduct physical security surveys.
- h. Provide technical assistance on physical security matters.
- i. Coordinate physical security requirements for tenant and detachment activities and ensure such requirements are included in appropriate agreements.

j. Participate in the planning, direction, coordination and implementation of procedures for crisis management of situations, including hostage situations (the procedures for which are promulgated separately from this instruction) which pose a threat to the physical security of the command.

k. Establish and maintain liaison, working relationships and agreements with federal investigative agencies, local Naval Investigative Service components, state and local law enforcement and fire protection authorities.

l. Serve as chairman and be responsible for minutes and records of the Command Physical Security Review Committee (PSRC).

m. Maintain contact with and supervise the Security Branch onboard NSCS.

0203. Assistant Security Officer. The Assistant Security Officer is responsible for maintaining the security of NSCS Athens and preventing sabotage, espionage, theft, or other covert acts. He/she is also responsible for perimeter and internal security; investigation of crimes; conducting liaison with local civil law enforcement, security and safety agencies and all other facets of physical security and law enforcement required on board this station.

0204. Security Manager is the Commanding Officer's advisor and direct representative in matters pertaining to security of classified material. In the performance of these duties, guidance is provided by reference (a). In accomplishing their duties, the Security Officer and the Security Manager operate in support of each other.

a. Duties, responsibilities and authority. The Security Manager will:

(1) Develop written command security procedures including a unit emergency plan. Emergency destruction bills are integrated with the unit emergency plan.

(2) Supervise accounting and control classified material including receipt, distribution, inventory, reproduction and disposition procedures.

(3) Ensure that all personnel who are to handle classified information are appropriately cleared and that all requests for personnel security investigations are properly prepared, submitted and monitored.

(4) Ensure all clearance status and unit access granted are recorded and accessible for verification.

(5) Administer the unit's classification management requirements by maintaining a program for the proper classification, declassification and downgrading of classified information.

(6) Coordinate the preparation of classification guides and development of advance security planning within the unit.

(7) Formulate and coordinate security control and storage measures for protection of classified material.

(8) Ensure security control over visits to and from the unit.

(9) Formulate and coordinate the security orientation, education and training program.

(10) Ensure that security violations and compromises are reported, recorded and, when necessary, investigated vigorously.

(11) Maintain liaison with the unit's public affairs officer to ensure that proposed press releases which could possibly contain classified information are referred to the security manager for review.

b. Organizational Relationships

(1) The security manager reports to the Commanding Officer for matters relating to information security and to the Executive Officer for administration of the Information Security Program.

(2) The Top Secret Control Officer, when assigned, reports to the security manager. Personnel assigned to the security manager report to him.

(3) The security manager collaborates with department heads, the security officer and others, as necessary, to ensure the safeguarding of classified information.

0205. The Chief-Master-at-Arms (CMAA) shall be assigned by and directly report to the Commanding Officer on matters regarding military and civil legal offenses. The CMAA will also:

a. Ensure that all uniform, base, and Navy regulations are enforced onboard NSCS.

b. Ensure that restricted individuals and prisoners-at-large are reported, restrained and treated in accordance with reference (d), Navy regulations, and the Uniform Code of Military Justice.

c. Make certain all security force and duty personnel are kept informed of all changes in status of restricted and/or extra-duty personnel, and that accurate, timely musters are held.

d. Ensure current copies of all security instructions are kept on file in the Security/Duty Office.

e. Escort or assign escorts to the Commanding Officer and visiting dignitaries for inspections, tours of the base and any other official function as deemed necessary by the Commanding Officer. This includes the assigning of escorts for deceased personnel in accordance with current directives.

f. Brief all required personnel on proper protocol and special requirements for official visits; this may also be accomplished by the base Public Affairs Officer.

g. Serve as the Security Officer in the absence of the Security and Assistant Security Officer.

0206. The Security Leading Petty Officer (SLPO) is a direct representative of the Security Officer, and as such shall be treated accordingly. During normal working hours the SPO shall:

- a. Maintain the day watch in the Security/Duty Office.
- b. Provide escorts for transfers of money on base in accordance with current directives.
- c. Complete required reports of the Security Department and forward them for action and approval.
- d. Maintain close liaison with federal, state, and local authorities.
- e. Act in official capacity as duty driver and a direct representative of the Commanding Officer for visiting officials and dignitaries.

0207. The Fire and Security Watch is responsible for the closing and securing of buildings, and security lighting as directed by references (e), (f), and (g). Additional duties assigned are also outlined in these references.

0208. Fire and Security Watch/Roving Patrol is responsible for maintaining security of the base during the times after normal working hours. Specific responsibilities are outlined in reference (g).

0209. The Chain of Command and Order of Succession for the NSCS Security Division is displayed in Figure 2-1:

Succession to command in the absence of the Commanding Officer is outlined in reference (h).

0210. Security responsibilities onboard the NSCS are everyone's responsibility. Each individual assigned to the school should view with suspicion any people whose presence in an area cannot be logically explained, and report and secure any doors or windows which are obviously not supposed to be open. Although physical security of the base is ultimately the responsibility of the Commanding Officer, the integrity of security rests on the shoulders of everyone assigned to the school.

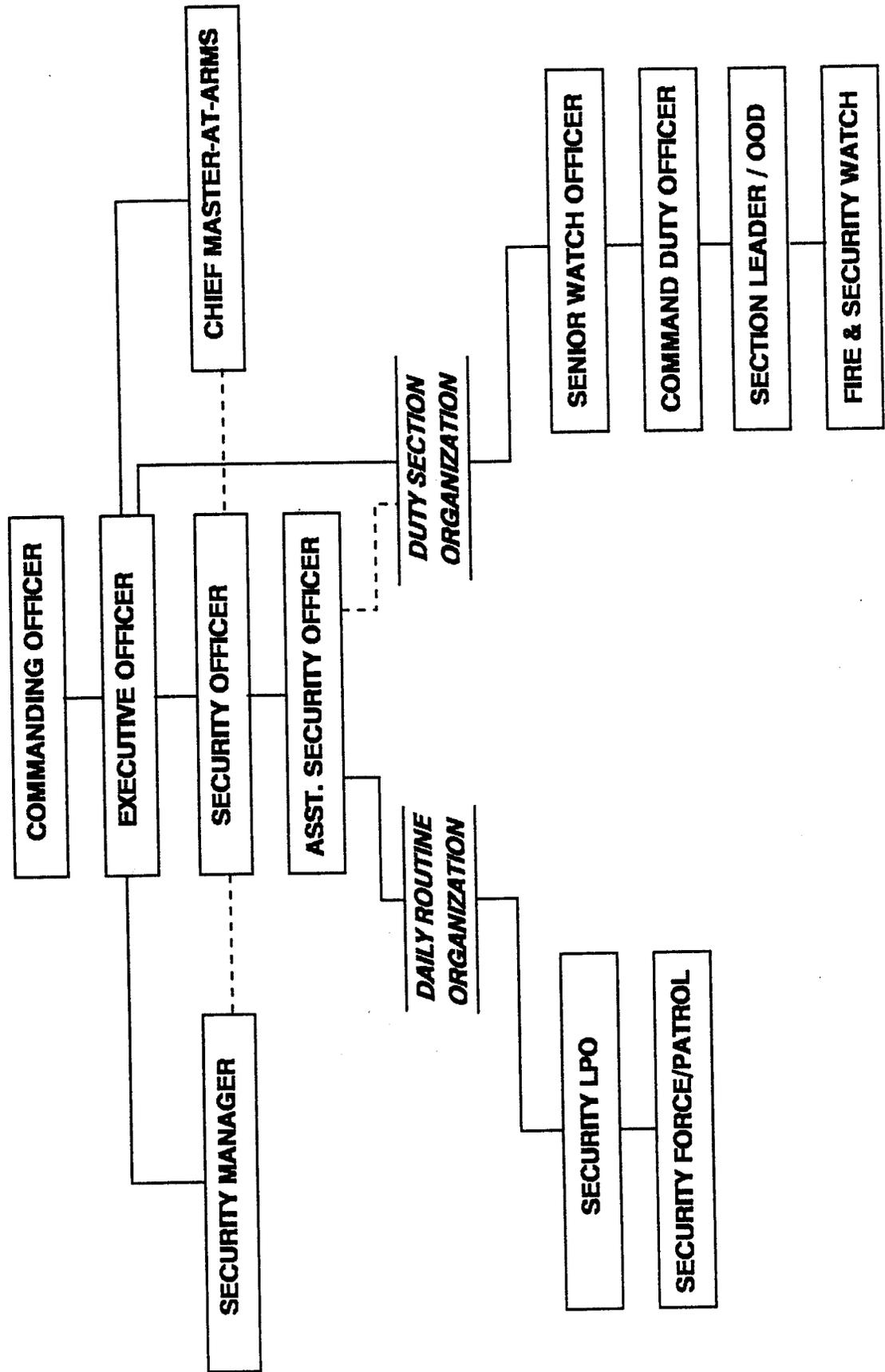


FIGURE 2-1

CHAPTER III

NSCS BASE ACCESS

0300. General Access. Due to the open access perimeter of the base, access to the facilities onboard can be easily obtained. The Security Officer is responsible for controlling the access of personnel and vehicles to the NSCS, and ensuring that the school perimeter is not violated by unauthorized access of personnel or vehicles. For this reason, every person onboard should be prepared to present proper identification, and state their business onboard, upon request.

0301. Personnel Access. The size of the base and the Security Division limit the amount of surveillance which can be conducted by security alone. Both staff and student personnel should question the presence of apparently unauthorized people and vehicles on the base, and request identification of the suspected violator. If the person can show identification and is on the base for official reasons they shall be allowed to proceed. If the person cannot or will not display proper identification, and/or does not have a legitimate reason for being onboard, they should be asked to leave the base. If the person refuses to leave or becomes unruly, then the guidance of references (c) and (g) should be followed.

0302. Vehicular Access. The operation of privately owned motor vehicles and bicycles onboard the NSCS constitutes a conditional privilege extended by the Commanding Officer and is subject to administrative suspension or revocation for cause by the Commanding Officer or his designated representative.

All vehicles on NSCS grounds are subject to the supervision of the Security Officer and his authorized representatives in the enforcement of all traffic and parking regulations. Base security personnel are authorized to issue traffic citations and Armed Forces traffic tickets to any personnel failing to strictly observe all traffic laws, regulations and signs while driving aboard the base.

Further information on regulations concerning access to the NSCS can be found in references (e) through (g) and reference (t).

CHAPTER IV

RESTRICTED AND LIMITED ACCESS AREAS

0400. Security Areas. All areas within the NSCS must be assigned security area designations. Different areas and tasks involve different degrees of security depending on their purpose, work performed and information or materials contained therein. For similar reasons, different degrees of security are required for different areas of the base.

In accordance with reference (c), areas will be designated as either restricted or non-restricted. Restricted areas will be designated, in writing, by the Commanding Officer of NSCS.

0401. Restricted Areas. Three types of restricted areas are established in descending order of importance: Level Three, Level Two, and Level One. All restricted areas shall be posted simply as restricted areas in accordance with the sign provisions of reference (c), so as not to draw attention to the importance or the criticality of an area. Although restricted areas are most often designated for the safeguarding of classified information, there are other reasons to establish restricted areas (e.g., weapons, ammunition, medical supplies, finances, etc.) to protect base interests. Definitions of security areas can be found in Section 0306 of reference (c).

a. The restricted areas onboard NSCS are included in the following list and will be entered only on official business or in the performance of duty. Additionally, these areas will be posted in accordance with the provisions of Section 0307 of reference (c). The following are restricted areas onboard NSCS as defined by the provisions of reference (c):

- 6 ✓ Quarterdeck / Anteroom - Level One
- 4 ✓ Russell Hall ADP/Room 129 - Level One
- 5 ✓ Rhodes Hall (PSD Vault) - Level One
- 1 ✓ Hudson Clinic (Pharmacy/Medical Storage) - Level One
- 2 ✓ Navy Exchange (Vault) - Level One
- 3 ✓ Navy Commissary (Vault) - Level One
- 7 ✓ Russell Hall SUB/SODEHC Room 132 - Level One
- 4 ✓ Brown Hall BMR Cashier Office - Level One

b. Minimum security requirements for these areas will be established in accordance with reference (c), for each area as designated. Additionally, an entry/access list for each designated area will be maintained on the Quarterdeck.

0402. Non-Restricted Areas. A non-restricted area is defined as an area, which is under the jurisdiction of an activity, but to which access is either minimally controlled or uncontrolled. Such an area may be fenced, but may be open to the uncontrolled movement of the general public at various times.

Off-Limits areas after normal working hours onboard NSCS are:

1. Carnegie Library Museum
2. All Navy Exchange facilities
3. Navy Commissary Store
4. Pound Hall Gymnasium and swimming pool
5. Winnie Davis Hall
6. Scott Hall facilities
7. Medical and Dental facilities
8. Base Housing (after sunset)

0403. Watchstanders Security Responsibilities. All NSCS watchstanders shall familiarize themselves with this instruction and references (a) through (ag) which pertain to the physical security and restricted access requirements of the base.

CHAPTER V

SECURITY THREATS

0500. General. The right of the United States to protect its functions and property by intervention with federal military forces is well established. The Commanding Officer of NSCS has inherent authority and responsibility to use any reasonable, necessary means to:

- a. Enforce law and order within his cognizant command.
- b. To protect naval personnel and property under his cognizance.
- c. To prevent undue interference with naval missions and functions.

0501. Threat Procedures. Those situations which may endanger the mission or functions of this command by threatening its physical security; and references of command policies in dealing with those threats are:

- a. Commanding Officer's standing orders, reference (g).
- b. Bomb incidents and threats (promulgated as Annex A to this instruction).
- c. Dismissal, evacuation and mobilization policy (promulgated as Annex B to this instruction).
- d. Civil disturbances (promulgated separately as reference (ab)).
- e. Major accidents and natural disasters (promulgated separately as references (m) through (o)).
- f. Security for classified material and its destruction (promulgated separately as references (z) and (aa)).
- g. Stray animals (Promulgated separately as reference (r)).
- h. Terrorist threat conditions (promulgated separately as limited distribution Annex C to this instruction).

CHAPTER VI

FIRE ARMS AND WEAPONS

0600. General. Navy Regulations, Article 1136, states in part that personnel may not have any dangerous weapon, device, or highly explosive article in their possession on a naval station except as required in the proper performance of duty or as otherwise authorized by the commanding officer.

The command's policy and further guidance with regard to this subject can be found in references (i) and (1).

CHAPTER VII

PHYSICAL SECURITY AND LOSS PREVENTION PROGRAM

0700. General. Department of the Navy Physical Security and Loss Prevention Manual (reference (c)) states that a Physical Security and Loss Prevention Program will be established at every Navy Command to ensure that an adequate physical security and loss prevention posture for the command is maintained.

The command's policy and further guidance with regard to this subject can be found in reference (ae).

CHAPTER VIII

SECURITY EDUCATION AND TRAINING

0800. General. Department of the Navy Physical Security and Loss Prevention Manual (reference (c)) states that a Security Education and Training Program will be established at every Navy Command to ensure that required security education and training is accomplished.

The command's policy and further guidance with regard to this subject can be found in reference (af).

CHAPTER IX

HOSTAGE INCIDENTS

0900. General. Due to the open access perimeter of the base, access to facilities onboard can be easily obtained. This open access makes NSCS extremely vulnerable for a hostage incident at almost anytime.

0901. Action. In the event of a hostage incident, the following procedures will be followed. When detected, the incident will be reported immediately to the Security Officer (normal working hours) or the Command Duty Officer (CDO) (after working hours). The Security Officer/CDO will notify the Commanding Officer and Executive Officer. The Security Officer/CDO will use available personnel to establish a perimeter and detain intruders. No attempt to rescue or negotiate will occur. The Security Officer/CDO will request assistance from the Athens Police Department (APD). In addition, the Federal Bureau of Investigation (FBI) and the Naval Investigative Service (NIS) of NAS Atlanta will be notified. In most cases, NIS will provide a negotiator. Due to the distance the NIS agent will have to travel, the use of an APD negotiator will be authorized until arrival of the NIS agent.

0902. OPREP3. The Security Officer/CDO will prepare the OPREP3 message in accordance with reference (ag).

CHAPTER X

SABOTAGE INCIDENTS

1000. General. Any action against an armed forces installation or facility which disrupts or prevents full accomplishment of its mission, constitutes a potential threat. Sabotage actions are normally targeted at fuel, ammunitions and communications.

1001. Methods. There are many ways to commit sabotage, and new methods and devices are constantly being adopted. Methods of sabotage most often used are fire, explosive devices, mechanical devices, chemical and psychological actions.

1002. Action. In the event of a sabotage incident the following procedures will be followed. When detected, the incident will be reported immediately to the Security Officer (normal working hours) or the Command Duty Officer (CDO) (after normal working hours). The Security Officer/CDO will notify the Commanding Officer and Executive Officer. The Security Officer/CDO will use available personnel to establish a perimeter to secure the scene for investigative personnel and detain perpetrators if possible. The Security Officer/CDO will request assistance from the Athens Police Department (APD). In addition, the Federal Bureau of Investigation (FBI) and the Naval Investigative Service (NIS) at NAS Atlanta will be notified. The situation will be turned over to the cognizance of either the FBI or NIS upon their arrival. The Security Officer/CDO will maintain a liaison with the FBI or NIS and keep the Commanding Officer and Executive Officer informed and updated as to the situation. The CDO is to maintain a chronological log of all significant events occurring during this incident and submit it as a part of the Crisis Report to the Commanding Officer.

1003. OPREP3. If the situation warrants the Security Officer/CDO will prepare the OPREP3 message in accordance with reference (ag).

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CHAPTER XI

KEY CONTROL

1100. General. An effective key control program is dependent upon strict key and lock control. The Security Officer will establish, manage, and supervise a key control program to govern all keys, locks, padlocks, sensitive materials, and supplies. Keys, locks, and padlocks for convenience, privacy, administrative or personal use shall not be covered by this program.

1101. Policy. Security is the direct, immediate, legal, and moral responsibility of each person in the naval service and each civilian employee in the Department of the Navy. Buildings and spaces of this command contain government property and will be kept under lock and key at the close of each working day and at all times when responsible personnel are not present within the building or space.

a. The Commanding Officer is responsible for all security within this command.

b. The Physical Security Officer will designate within the Security Division a Key Control Officer, who is responsible for all security related key and lock control functions. The Key Control Officer will manage the overall program, conduct an annual inventory of all issued keys, and will maintain appropriate logs and records in accordance with reference (a).

c. The Security Officer will coordinate with department heads, special assistants, and tenant activities in the following:

(1) Designation of Key Custodians and if necessary, Alternate Key Custodians for each building or accountable function which represents a security concern. The Key Custodian will generally be the building manager.

(2) Development of key control procedures and measures necessary to ensure that adequate security is provided for all keys, locks, padlocks, and locking devices used to control access to their functional areas.

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(3) Effective use of NSCS form 5570/1 (2/91) which will show keys issued, to whom, date/time the keys were issued and returned, and the signatures of persons drawing or returning a key. Accountability of keys is required at all times. It is important that keys issued on a permanent personal custody basis be documented in this fashion.

(4) Ensure that all locks and padlocks used for low, medium, and high security application meet the minimum military specifications for that level of security used. All security lock and padlock procedures will be approved by the Physical Security Officer.

(5) Report the loss or damage of any key or lock, to the Key Control Officer immediately. He/She will investigate the incident and take appropriate action. Should there be signs of forced entry or obvious or attempted theft, NSCS security personnel shall be notified for appropriate investigation.

d. The Housing Project Manager will maintain an index and custody record for all locks and keys to public quarters. He/She shall place a complete set of keys for each set of public quarters in the key locker of the Housing Project Manager's office.

1102. General. The following provisions will apply for locks and keys to all spaces other than public quarters and accountable spaces.

a. All mortise type locks will be the multiple tumbler type and will be installed in such a manner as to prevent unauthorized removal. The Public Works Officer is responsible for the installation, removal, or movement of such locks.

b. Movement of locks or change of location, installation of new locks, and/or duplication of keys to existing locks is prohibited without the prior notification and approval by the Physical Security Officer.

c. Removal of locks or keys from the premises of the station is strictly prohibited except for those keys to internal spaces (i.e., offices, classrooms, and Miller Hall Instructor Support Facility external door, etc.) issued on a personal permanent custody basis.

d. Keys to building entrances, with the exception of public quarters, Miller Hall Instructor Support Facility, and Rhodes Hall, will not be issued to individuals on a permanent custody basis. Authorized individuals requiring access to a particular building after working hours will draw the key on temporary custody basis from the Officer of the Day in the Duty Office.

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e. Individuals requiring personal permanent custody of keys to spaces will be issued a key upon checking into the appropriate department. Department Heads and Key Custodians will ensure keys issued on permanent personal basis are turned back in upon relief or detachment from the appropriate department.

1103. Key Lockers.

a. Duty Key Locker. The Duty Key locker will be maintained in the duty office on the Quarter Deck. This locker will contain keys to various spaces in the command normally requiring access after working hours. One key will be provided for each space. The key hooks will be appropriately labeled, indicating the space which they will pass. An index will be affixed to the inside panel of the door to the duty key locker. This index shall list every key by number that is required to be in the duty key locker. After regular working hours, the Officer of the Day will issue keys from this locker on a temporary custody basis as necessary. During working hours, issues will be made by the security office personnel. Prior to issuance of any key, the Officer of the Day or security office personnel will satisfy him/herself that the person requesting access to a space, is in fact authorized such access. All keys issued will be signed for by the recipient in the key log maintained in the duty office. The duty key locker will be jointly inventoried by the oncoming and offgoing Officer of the Day upon relief and a deck log entry made. Any missing keys, not properly accounted for, will be reported to the Command Duty Officer.

b. Glass Front Key Lockers. A battery of glass front key lockers will be maintained in the duty office. One locker will be provided for each accountable space on the station. Each locker will be appropriately labeled to indicate the space. A list of all personnel authorized access to the individual lockers will be maintained in the Pass Down Log (PDL). Each locker will be equipped with an individually keyed lock for which two keys will be provided. The original or working key will be kept in the personal custody of the custodian of the space. The duplicate key to the padlock will be placed in a sealed envelope, signed across the flap, and kept in the safe of the officer who has cognizance.

c. Public Quarters Key Locker. A public quarters key locker will be maintained in the Housing Project Manager's office. A complete set of duplicate keys to each set of public quarters will be kept in this locker. These keys will be tagged to identify which set of quarters the key will pass. The panel, or panels, of the key locker will also be marked to indicate where each set of keys are to be hung. This key locker will remain locked. Access to this key locker will be only at the direction of the Command Duty Officer, Housing Project Manager, or the

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Public Works Officer. In case of emergency, a duplicate key of the Housing Office will be kept in the Duty Key locker.

1104. Accountable Spaces.

a. The following spaces under the cognizance of the officer indicated are designated as accountable spaces:

<u>Space</u>	<u>Location</u>	<u>Officer Responsible</u>
NEX Package Store	NEX/COM Complex	Navy Exchange Officer
Navy Exchange	NEX/COM Complex	Navy Exchange Officer
Commissary	NEX/COM Complex	DeCA Manager
Base Club	Scott Hall	BMR Officer

b. The original or working key to each accountable space will be kept in the custody of the custodian of the space during the period that the space is in use. This key will be deposited in the appropriate glass front key locker in the duty office when the space is secured.

c. Emergency access to accountable spaces will be obtained by breaking the glass on the appropriate key locker and removing the key. This procedure will be carried out in the presence of two witnesses. The two witnesses will then accompany the person effecting entry into the space. After the emergency situation has been corrected, the space will be secured once again and the keys will be returned to the Duty Office where they will be placed in a sealed envelope. The person effecting entry and the two witnesses will then sign across the flap of the envelope, scotch tape will be affixed covering the signatures, and the sealed envelope turned over to the Command Duty Officer. All circumstances surrounding the entry will be entered in the Duty Deck Log. The cognizant officer will be advised of the incident as soon as possible and will immediately upon return to the base take, or have taken, a complete physical inventory of the area entered if considered necessary by him/her or by the custodian.

d. Cognizant officers will keep the Physical Security Officer advised, by use of appropriate memorandum, of the names of current custodians to each accountable space. The names of custodians will be reviewed semi-annually for currency.

ANNEX A BOMB INCIDENT AND THREAT PROCEDURES

- Encl: (1) Bomb Threat Information Sheet
(2) Bomb Threat Check-Off List
(3) Bomb Threat/Incident Phone Tree

1. Purpose. To establish minimum policy and provide guidance for the timely, safe, and effective handling of bomb threats and incidents onboard NSCS. This annex is directive in nature and shall not be construed as limiting individual resourcefulness, nor superseding directives issued by higher authority for the proper handling of bomb threats and/or incidents onboard NSCS.

2. Definitions.

a. The term "firearms" as used in this annex, covers all types of pistols, revolvers, rifles, and shotguns normally used by individuals for recreation or protection of self and property.

b. The term "armed guard" as used in this annex, includes all military and civilian personnel, who in the interests of security, have been authorized by competent authority to carry and/or use firearms in connection with official duties.

c. The term "ammunition" as used in this annex, covers all types of ordnance normally used in conjunction with firearms.

d. The term "bomb" as used in this annex, covers any explosive device (excluding firearms) constructed with the intent to kill, maim, injure, destroy or render inoperable any people, equipment, or facilities.

e. The term "bomb threat" as used in this annex, includes any method of communicating a message that a bomb or other explosive device has been placed onboard NSCS with the intent of inflicting destruction or harm to people or property.

3. Background. Due to the increasingly high number of terrorist bombing incidents on military and civil facilities, there is a continuing need for personnel to be aware of such threats and of the actions to be taken should a bomb threat or incident actually occur.

4. General. The authority to carry, store and use firearms or other explosive ordnance onboard NSCS is vested in the Commanding Officer as provided in references (j), (k), and (l). Consistent with this authority, the guidelines of this instruction will be observed and followed.

5. Bomb Threats Communicated By Telephone (Code Red One): These types of threats are difficult to trace; however, if the caller can be kept on the phone for a sufficient length of time, attempts can be made to trace the call. When a bomb threat is received, every attempt should be made to keep the caller on the line for as long as possible and to obtain the information listed on the Bomb Threat Information Sheet (enclosure (1)).

If a second phone or person is available, the following procedures shall be followed to trace the caller:

Call the base operator (#0) and indicate that you have a "Code Red One" at extension number _____ and give your name. The base operator will then take the following actions:

a. Contact the Security Officer (CDO after hours) and state "I have a 'Code Red One,' I request permission to place a tracer on the call." The Security Officer or CDO will then state "permission granted, trace Code Red One," or "negative, do not trace Code Red One." If a negative reply is given, ask for further instructions. If an affirmative reply is given, continue actions as outlined in the following paragraphs:

b. Contact the commercial operator and state "this is the operator at the NSCS, I have a bomb threat call, may I speak to your supervisor please?"

When the supervisor is available on the line, state who you are and that you have a bomb threat or had a bomb threat call. The supervisor will need to know:

- (1) the number to which the threat was called.
- (2) the name of the person receiving the call.
- (3) the exact time and date of the call.
- (4) any other pertinent information relating to the call.

The supervisor will then give further instructions to the switchboard operator for tracing of the call.

The tracing of bomb threat calls is an emergency service provided by the commercial telephone service, and should only be used if an actual bomb threat is received by telephone.

6. Bomb Threats Communicated In Person (Code Red Two): When a bomb threat is delivered in person, every attempt should be made to detain the individual for questioning by authorities. Attempt to obtain as much information as possible from the person delivering the threat. Enclosure (l) to this annex can be used as a guideline for obtaining required information. Use of firearms, armed guards or deadly force will be applied in accordance with reference (k). The minimum amount of force necessary for personnel to accomplish their designated responsibilities will be used at all times.

7. Bomb Threats Communicated By Letter, Courier or Other Written Means (Code Red Three): These types of bomb threats are the most difficult to trace to any point other than the city of origin. If the threat is delivered by a courier or messenger, every attempt should be made to keep the individual onboard in accordance with references (f) and (g). All other procedures should be followed in accordance with this annex, enclosures hereto and current directives listed in Appendix A.

8. Evacuation of Buildings When A Bomb Threat Is Received: The Security Officer or CDO will immediately commence evacuation of the building where the bomb is thought to be located, or all buildings if the location of the bomb is unknown. Buildings will be evacuated commencing with the uppermost floor of the building working downward. The Security Officer will supervise building evacuation and personally ensure that all spaces have been evacuated. In the event that all buildings must be evacuated, Fire Marshals as designated in reference (m) will be directed to evacuate their respective buildings in accordance with this annex.

While personnel are evacuating their spaces, a cursory inspection will be made of the spaces for anything that may resemble a bomb (i.e., an unidentified package, blasting caps, unidentified bottles with fluids and/or wires, etc.). Under no circumstances should the suspicious item be approached or touched. Evacuation should continue and the Security Officer or Fire Marshal notified immediately. Evacuation should be accomplished as quickly and quietly as possible and for no reason should the status of any electrical or electronic equipment be changed. All doors, windows and storage devices should be left as they are. The only exception will be that security spaces and containers will be secured after they are visually inspected by the Security Officer or Building Fire Marshal for possible bombs.

Once a building has been evacuated, no person shall enter the building until it is declared safe by the fire department. The only exception will be if the Commanding Officer or his delegated authority orders a person to re-enter the space and then it will be one of the following individuals:

- a. the Public Works Officer
- b. the Security Officer
- c. the Building Fire Marshal

Upon completion of the evacuation of spaces, personnel will muster with their supervisors to ensure the whereabouts of everyone is known. After the building is declared safe by the fire department, personnel may re-enter their spaces in an orderly fashion and resume business as usual.

9. Bomb Detonation Incidents: In the event of an actual bomb detonation, emergency procedures will be followed in accordance with references (f) and (n) of this instruction.

10. Summary. With the increasing number of terrorist bombings throughout the world, personnel must make themselves aware of procedures to be used in the event of an actual bomb threat, evacuation, or incident. This annex and its enclosures provide the minimum standards for handling bomb threats and incidents and should not be considered as all encompassing. Enclosures (1) through (3) to this annex outline basic items and information to deal with bomb incidents, but shall not limit individual resourcefulness in dealing with such matters.

ENCLOSURE (1) TO ANNEX A - BOMB THREAT INFORMATION SHEET

1. Bomb Threat Information Sheets as indicated, will be posted in a conspicuous location which is readily accessible from all telephones. Information sheets are to be posted in all spaces having telephones, telegraphs or any other electronic means of communication.

BOMB THREAT INFORMATION SHEET

DATE: _____ TIME _____ EXTENSION # _____

CALL RECEIVED BY: _____ RANK _____

VOICE CHARACTERISTICS OF PERSON CONVEYING THE THREAT

1. _____ MALE _____ FEMALE
2. _____ YOUNG _____ MIDDLE AGE _____ OLD _____ UNDETERMINABLE
3. ANY ACCENT? _____ IF YES, DESCRIBE: _____
4. RACE: _____ CAUCASIAN _____ BLACK _____ ORIENTAL _____ OTHER: _____
5. ANY UNIQUE VOICE CHARACTERISTICS? _____ IF YES, DESCRIBE: _____
6. ESTIMATED EDUCATION LEVEL: _____ POOR _____ AVERAGE _____ HIGH
7. DOES THE CALLER SEEM FAMILIAR WITH THE MILITARY? _____ WHY?
8. WERE THERE ANY NOTICEABLE BACKGROUND NOISES? IF YES, DESCRIBE: _____

QUESTIONS TO ASK

WHAT DOES THE BOMB LOOK LIKE? _____

WHEN IS IT SET TO GO OFF? _____

WHERE DID YOU PLANT THE BOMB? _____

WHEN DID YOU PLANT THE BOMB? _____

WHY DID YOU PLANT THE BOMB? _____

ARE YOU REPRESENTING A GROUP OR AN ORGANIZATION? _____

WHO ARE YOU REPRESENTING? _____

OTHER PERTINENT INFORMATION: _____

_____ CODE RED ONE
(TELEPHONE)

_____ CODE RED TWO
(PERSON)

_____ CODE RED THREE
(WRITTEN)

SIGNATURE _____

ENCLOSURE (2) TO ANNEX A - BOMB THREAT CHECKOFF LIST CODE RED ONE (THREAT DELIVERED BY TELEPHONE) CODE RED TWO (THREAT DELIVERED IN PERSON) CODE RED THREE (THREAT DELIVERED BY WRITTEN OR OTHER MEANS)

DATE _____ TIME _____ RECEIVED BY: _____

 CONTACTED BASE OPERATOR _____ THIS IS _____ I HAVE A CODE RED _____
AT EXTENSION/LOCATION _____ BOMB THREAT INFORMATION SHEET COMPLETED/CALL TRACED (CIRCLE ONE) SECURITY OFFICER/COMMAND DUTY OFFICER NOTIFIED CONTACTED ATHENS CITY POLICE (REQUEST POLICE NOTIFY THE FIRE DEPARTMENT) BUILDING FIRE MARSHALS NOTIFIED EXECUTIVE OFFICER NOTIFIED. (EXECUTIVE OFFICER WILL NOTIFY COMMANDING OFFICER) PUBLIC WORKS OFFICER NOTIFIED BASE TELEPHONE TREE ACTIVATED (ENCLOSURE (3) TO ANNEX A) BUILDING EVACUATION COMPLETED MUSTER OF PERSONNEL RECEIVED BOMB LOCATED BOMB DISARMED/REMOVED/DETONATED (CIRCLE ONE) INITIATED DISASTER ACTIONS IN ACCORDANCE WITH REFERENCE (n) (IF REQUIRED) RE-ENTRY INTO SPACES AUTHORIZED SECURE FROM BOMB THREAT/INCIDENT (CIRCLE ONE)

COMPLETED BY

SIGNATURE/DATE

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ENCLOSURE (3) TO ANNEX A - BOMB THREAT/INCIDENT PHONE TREE

1. The Base Emergency Phone Tree as depicted in Figure 3A-1, is to be activated in the event a bomb threat occurs. One of the following statements will be made to convey the appropriate message:

a. "A bomb threat has been received on base. The location of the bomb is not known. Please commence orderly evacuation and muster of personnel assigned to your building. Ensure all personnel remain at least 100 feet away from all structures and power lines."

b. "A bomb threat has been received on base. The bomb is located at _____ . Advise your building fire marshal of the threat. All personnel are to remain 500 feet from the bomb threat area."

BOMB THREAT / INCIDENT PHONE TREE

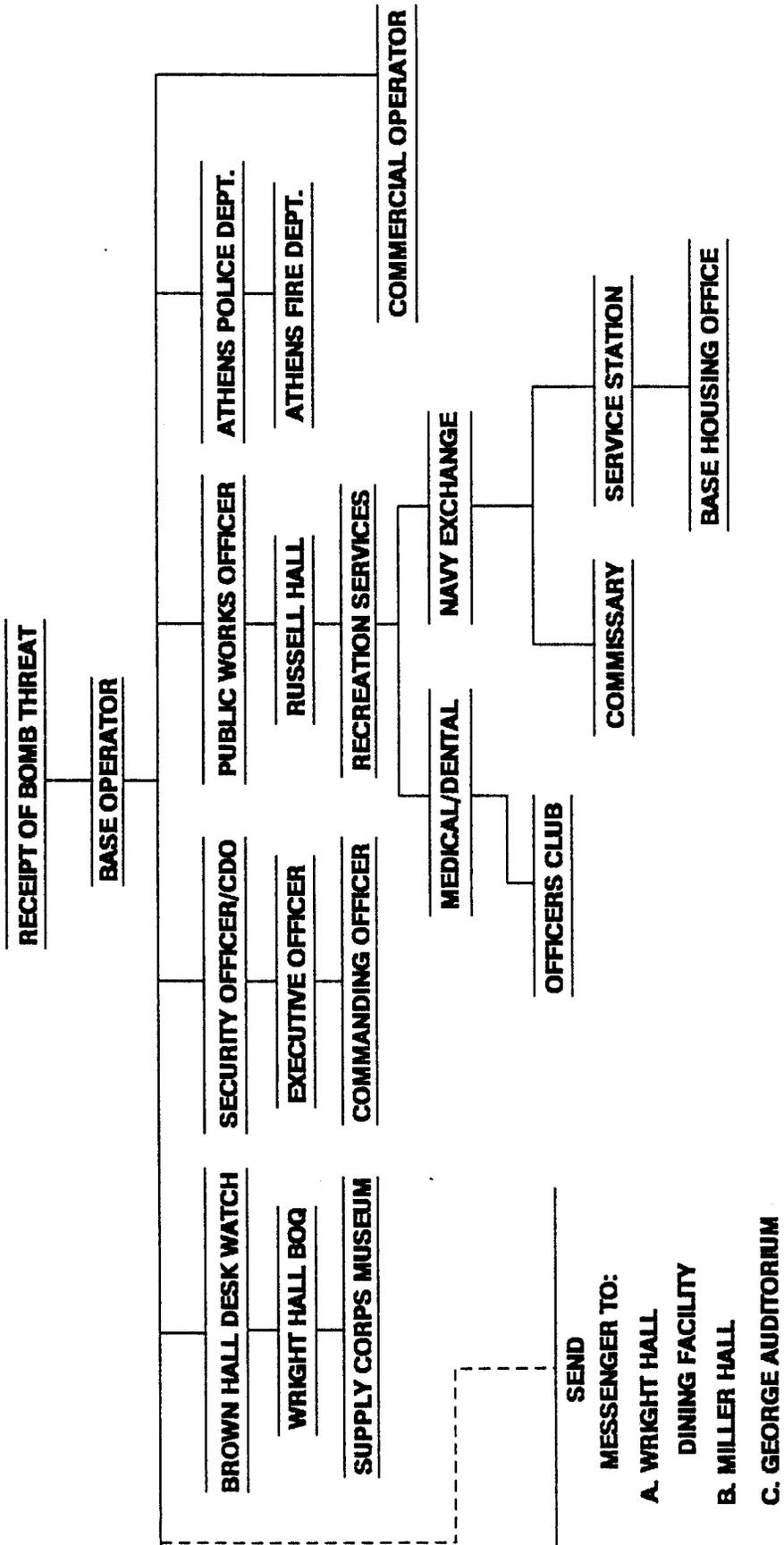


FIGURE 3A-1

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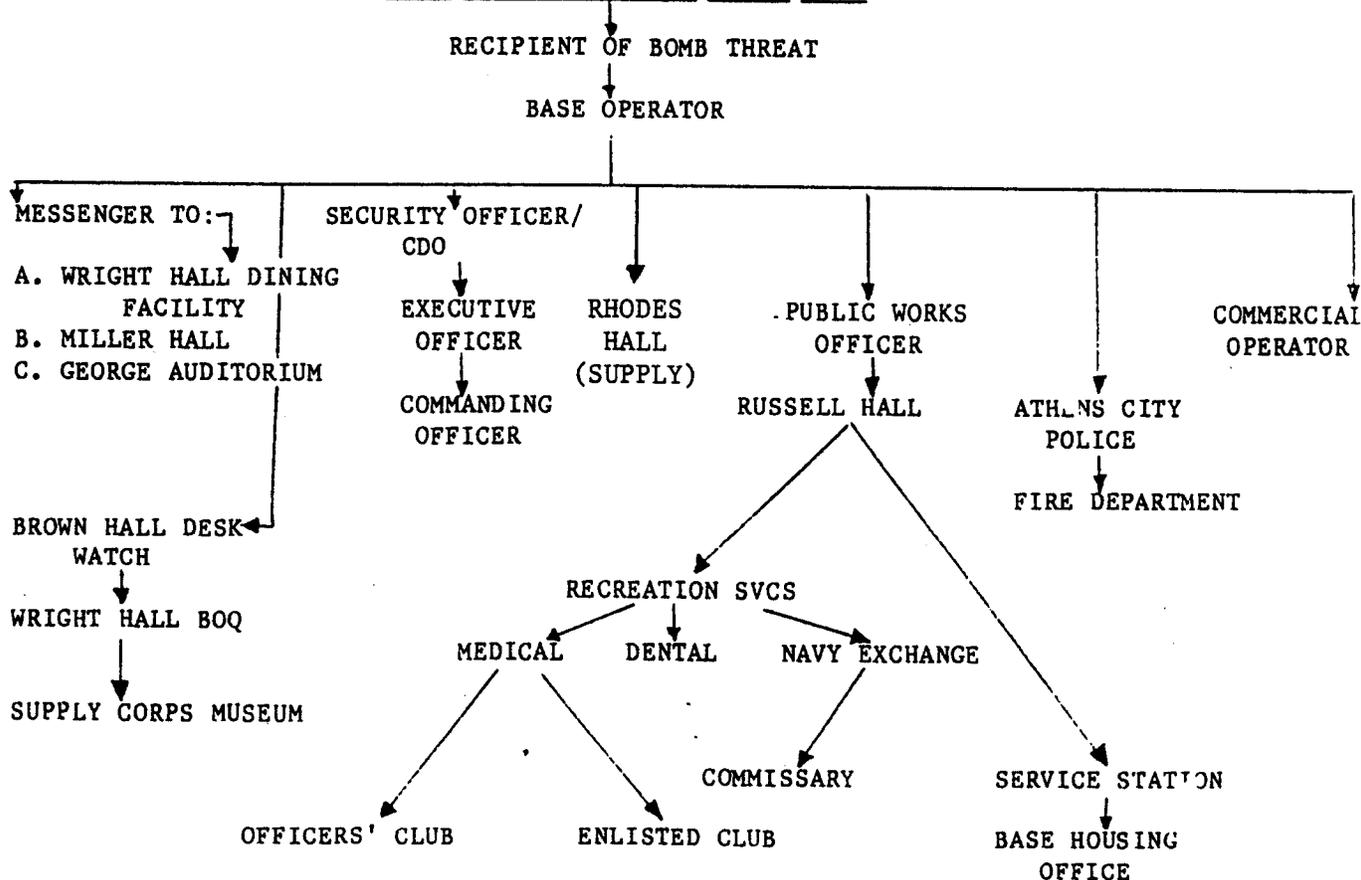
ENCLOSURE (3) TO ANNEX A - BOMB THREAT/INCIDENT PHONE TREE

1. The Base Emergency Phone Tree as depicted in Figure 3A-1, is to be activated in the event a bomb threat occurs. One of the following statements will be made to convey the appropriate message:

a. "A bomb threat has been received on base. The location of the bomb is not known. Please commence orderly evacuation and muster of personnel assigned to your building. Ensure all personnel remain at least 100 feet away from all structures and power lines."

b. "A bomb threat has been received on base. The bomb is located at _____. Advise your building fire marshal of the threat. All personnel are to remain 500 feet from the bomb threat area."

FIGURE 3A-1
 BOMB THREAT/INCIDENT PHONE TREE



ANNEX B - DISMISSAL, EVACUATION, AND MOBILIZATION POLICY

Encl: (1) Emergency Evacuation/Mobilization Traffic Flow Plan

1. Purpose. This annex is promulgated for the specific purpose of providing guidelines for the safe, efficient and timely evacuation of base personnel should it be required. It also outlines the requirements for dismissal of personnel from work excluding reasons of disaster or weather; separate guidelines for these particular situations are outlined in references (n) and (o), respectively.

2. Background. Throughout history, requirements for the mobilization, evacuation and dismissal from work of military personnel have been made. These moves are normally on little or no advance notice, and therefore, procedures must be promulgated in advance and reviewed frequently to provide for rapid, safe evolutions. The authority for mobilization, evacuation and dismissal of personnel is vested in the Commanding Officer of NSCS or, in his absence, the Executive Officer.

3. Dismissals. The Commanding Officer will determine when dismissals of personnel are warranted due to conditions other than weather or disaster. When Department Heads are advised that dismissal has been initiated, they will release civilian employees from work. Military personnel will remain onboard to assist with securing of spaces and controlling traffic.

When dismissal is initiated, the following personnel shall be notified and appropriate actions taken as outlined in this annex:

a. The Security Officer will muster all non-mission essential personnel in the foyer of Winnie Davis Hall and assign teams of personnel to assist in securing the base and controlling traffic. When all teams have been assigned, and again when actions are completed, the Security Officer will report to the Executive Officer.

b. The Security Petty Officer will muster with the Security Officer in the Winnie Davis Hall foyer and supervise personnel assigned to traffic control.

c. Department Heads will report to the Security Officer when all non-mission essential civilian employees have been released from work, and again when all non-mission essential military personnel have been released. This information will be passed on to the Executive Officer upon completion of each release phase.

d. The Executive Officer will be in charge of base evacuation and all reports will be made to him via the Security Officer, or in his absence, the Assistant Security Officer.

e. The Chief Master-At-Arms (CMAA) will check all spaces to ensure materials are properly stowed and spaces are, in fact, secured. The CMAA will assist the Security Officer in the absence of the Assistant Security Officer, and the Security Petty Officer will act in the CMAA position.

After all non-essential civilian personnel have been released, Department Heads will determine which military personnel are non-mission essential and allow them to leave. Mission essential personnel will remain on duty until properly relieved and then depart only after they have been cleared through their respective Department Heads (CDO after hours).

4. Evacuation. A complete or partial evacuation of the base, for any reason other than bomb threats, will be authorized only by the Commanding Officer or the Executive Officer. Evacuation due to bomb threats will be initiated by the Security Officer, following the guidance of Annex A and its enclosures (1) through (3).

During a major evacuation, traffic flow on the base shall be limited to one direction on all heavily traveled roads. Entrance to the base will be from the North Gate (Prince Avenue) only. Departure from the base will be from the South Gates (Oglethorpe Avenue) only. Personnel as assigned by paragraph 3.a of this annex, will be posted at all three gates, and at various locations throughout the base to ensure a safe, steady flow of traffic. If required, local law enforcement agencies will be notified to assist with traffic. Traffic flow will be modified and strictly enforced as shown in enclosure (1) to this annex.

Evacuation of building(s) will occur as follows:

a. The Security Officer or Command Duty Officer will notify the Building Fire Marshal to commence evacuation of the building.

b. The Building Fire Marshal shall:

(1) Initiate evacuation of the building commencing with the upper-most floor, ensuring all personnel are notified of the evacuation and depart the building immediately. In living quarters, personnel who are partially attired shall remove a blanket from their bunk to cover and protect themselves. Once personnel evacuate a room or building, they shall not re-enter the space until cleared to do so by the Fire Marshal.

(2) Reinspect the building for stragglers, if time allows.

(3) Notify the Security Officer when evacuation of the building is complete.

c. All Personnel shall:

(1) Ensure they leave their spaces as soon as possible upon receiving notification of the evacuation.

(2) Ensure spaces (except restricted areas) are left unlocked for immediate access.

(3) Ensure all restricted spaces and materials are properly secured prior to departing the building. In cases where emergency destruction is ordered, it will be accomplished in accordance with current Navy and base instructions.

In the event that building evacuation is required after normal hours, Duty Section Personnel will be responsible for accomplishing the duties normally assigned to Building Fire Marshals. This will require an emergency recall of duty section personnel at the discretion of the CDO and in accordance with reference (g).

5. Mobilization. Should a situation arise where mobilization of any or all military personnel assigned to NSCS is required, the following actions will occur:

a. An immediate recall of all required personnel will be accomplished using the Emergency Data Locator Cards located in the Duty Office.

b. During daylight hours only, Papa Flag will be hauled up on the out-board port yardarm.

c. The traffic flow plan as shown in enclosure (1) to this annex will be activated.

d. Recalled personnel will muster with the Designated Officer-in-Charge or Command Duty Officer in Royar Square (fair weather) or the Brown Hall Lobby (foul weather).

e. If mobilization with seabags or special gear is required, personnel will muster on the front lawn of Brown Hall with appropriate uniforms and gear, as directed.

f. The pickup point for mobilized personnel will be along Fox Road with a west to east traffic flow as indicated in enclosure (1).

g. The only people authorized to recall or mobilize personnel are the Commanding Officer, the Executive Officer, and the Command Duty Officer.

6. Summary. Dismissals, evacuation and mobilization of personnel assigned to NSCS is a highly uncommon occurrence, however, all personnel must be prepared to act in such situations. This instruction is general in nature and outlines the minimum action to be taken should dismissal, evacuation or mobilization of personnel be required.

LEGEND

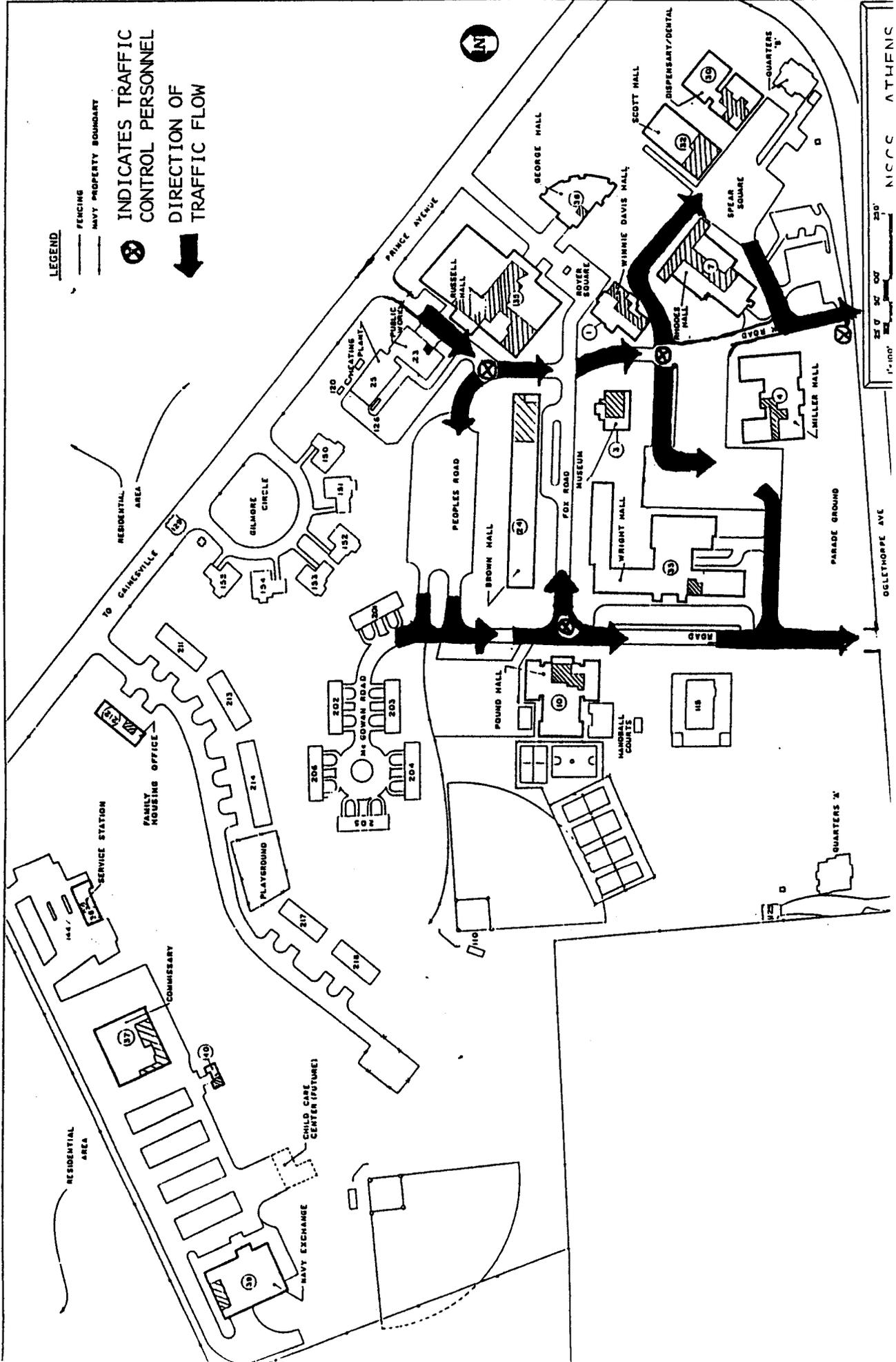
— FENCING

— NAVY PROPERTY BOUNDARY

INDICATES TRAFFIC CONTROL PERSONNEL



DIRECTION OF TRAFFIC FLOW



ANNEX C TERRORIST THREAT CONDITIONS FOR COMBATING TERRORISM

1. Purpose. This annex is promulgated for the specific purpose of establishing procedures for the safe and effective actions to be taken for combating terroristic threats. Furthermore, it defines threat conditions (Threatcons) and outlines additional security measures to be taken for countering and/or deterring each type of threat condition, in accordance with reference (ac).

2. Background. Due to continuing terroristic threats received against the United States, both nationally and internationally, it is imperative that guidelines be established in advance to counter threats of terrorism. The authority for implementing threatcons and deterrent measures is vested in the Commanding Officer, or in his absence, the Executive Officer (working hours) or the Command Duty Officer (after working hours) and Security Officer.

3. Definitions. For the purpose of this instruction, the following definitions apply as directed by the Chief of Naval Operations:

a. Threat Existence - applies when a terrorist group is present in an area of concern. Group need not have posed a threat to U.S. or DOD interests in the past.

b. Capability - applies when a terrorist group has the ability to carry out an operation against U.S. interests in areas of concern. This includes resources such as intelligence, mobility, personnel, etc.

c. History - applies when a group's history of terrorist attacks and behavior reflect an anti-U.S. stand or include previous attacks against U.S. interests.

d. Trends - applies if the group has, over the past year, displayed significant terrorist activity that appears to be continuing or increasing. Activity need not have been violent, i.e., terrorist attack against U.S. or DOD interest could be rhetorical or threatening utterances or statements. This factor could be flexible depending on the length of the group's activity cycle.

e. Targeting - applies if there are known plans or confirmed intentions of a terrorist group to target U.S. or DOD interests. Targeting can be either specific or non-specific. If targeting is not against U.S. or DOD interests, this factor should not be considered.

4. Threat Conditions (Threatcons). The following threatcon definitions and corresponding actions are provided for implementation should circumstances so dictate:

a. Threatcon Alpha. This condition applies when there is a general threat of possible terrorist activity against U.S. installations and personnel, the nature and extent of which are unpredictable, when the circumstances do not justify full implementation of the measures of Threatcon Bravo. However, it may be necessary to implement certain selected measures for Threatcon Bravo as a result of intelligence received or as a deterrent. The measures in this threatcon must be capable of being maintained indefinitely.

(1) Measure 1. At regular intervals, remind all personnel, including dependents and civilian employees, to be suspicious and inquisitive about strangers, particularly those carrying briefcases or other containers, alert for unidentified or suspicious vehicles on, or in the vicinity of, NSCS and alert for abandoned parcels, suitcases, vehicles or any unusual activity.

(2) Measure 2. Keep available at all times, duty security personnel, who have access to plans for evacuating buildings and areas in use and for sealing off any area where an attack or an explosion has occurred. Keep available/on-call all key personnel who may be needed to implement security plans.

(3) Measure 3. Secure building, rooms and storage areas not in regular use. Randomly inspect areas on an irregular basis. *These inspections will be accomplished during normal working hours by the security force and after normal working hours by the fire security watchstanders.*

ch 3
(4) Measure 4. Commence random security checks of vehicles and persons entering the command. These checks will include delivery truck inspections, as authorized by notification that all vehicles, persons and packages are authorized to be searched when entering or leaving any military installation.

(5) Measure 5. Limit access points for vehicles commensurate with a reasonable flow of traffic. This can be achieved by initiating a one-way flow of traffic onboard in accordance with Annex B of this instruction.

(6) Measure 6. As a deterrent, initiate action of items 5, 6, 8, or 9 of Threatcon Bravo individually and randomly.

(7) Measure 7. Convene a security meeting to review all plans, orders, personnel details and logistic requirements related to the introduction of a higher threatcon.

(8) Measure 8. Review and implement security measures for high risk personnel.

(9) Measure 9. Spare.

b. Threatcon Bravo. This condition applies when an increased and more predictable threat of terrorist activity exists. The measures in this threat condition must be capable of being maintained for weeks without causing undue hardship, without affecting operational capability, and without aggravating relations with local authorities.

(1) Measure 10. Repeat measure 1 and warn personnel of any other form of attack to be used by terrorist.

(2) ~~Measure 11. Keep all personnel involved in implementing anti-terrorist contingency plans on call. The XO, Security Officer & Planning Officer will be on call & their recall numbers are located on the quarters deck.~~
(3) Measure 12. Check plans for implementation of the measures contained in Threatcon Charlie.

(4) Measure 13. Where possible, cars and such objects as trash containers, crates, etc. are to be moved at least 25 meters from buildings, particularly, Winnie Davis Hall, Wright Hall, Brown Hall, Russell Hall, Miller Hall, and the Carnegie Library. Parking shall be centralized in the Brown, Miller, and Pound Hall lots. *The security force will direct all cars entering the base to designated parking lots.*

(5) Measure 14. ~~Secure and regularly inspect all buildings, rooms, and storage areas not in regular use.~~ *Security + fire + security watch will inspect all buildings on a 24-hour basis.*

(6) Measure 15. ~~At the beginning and end of each workday and other regular and frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious packages/parcels.~~ *Security forces will inspect the exterior of all buildings on a 24-hour basis. Building Managers and occupants also need to perform inspections as specified to provide additional surveillance.*

(7) Measure 16. ~~Examine all mail for parcel or letter bombs; this inspection is to be increased well above normal procedures.~~ *Security will assist the mail clerk in the inspection of all parcels and letter mail.*

(8) Measure 17. Inspect all deliveries to messes, clubs, and shopping facilities (advise dependents to check home deliveries).

(9) Measure 18. As far as resources allow, increase surveillance of domestic accommodations, messes, clubs, and the shopping complex to build confidence among all personnel and their dependents.

(10) Measure 19. Make all personnel aware of the general situation in order to stop rumors and prevent unnecessary alarm, at this stage.

(11) Measure 20. Inform the Physical Security Review Committee of any actions being taken and why.

(12) Measure 21. ~~Upon entry of visitors to the base, physically inspect them and a percentage of their briefcases, parcels, and other contain-~~

ers. Due to NSCS being an open base with limited perimeter fencing this measure requires an all hands effort to be aware of any visitors who may enter the base at a point other than the entrance gates.

(13) Measure 22. Whenever possible, operate random patrols to check vehicles, people, and buildings.

(14) Measure 23. Protect off-base military personnel and military transport in accordance with prepared plans. Remind all drivers to lock parked vehicles and to institute a positive system of checking before they enter and drive a car.

(15) Measure 24. Implement additional security measures for residents of Quarters A, Quarters B, VIP suites and any other high risk personnel as appropriate.

(16) Measure 25. Brief guard force personnel and personnel who may be required to augment the security force on the use of deadly force. See references (k) and (l) for specific guidance.

(17) Measure 26. N/A.

(18) Measures 27 - 29. Spares.

c. Threatcon Charlie. This condition applies when an incident occurs or when intelligence is received indicating that some form of terrorist action against installations and/or personnel is imminent. Implementation of this measure for more than a short period of time will probably create hardship and will affect the peacetime activities of the unit and its personnel.

(1) Measure 30. Continue all Alpha and Bravo Threatcon measures and introduce those which remain outstanding.

(2) Measure 31. ~~Keep available at their place of duty all personnel who are responsible for implementing anti-terrorist plans.~~ *Security force will work on a 24-hour basis with all security members who are not at work being on call.*

(3) Measure 32. ~~Limit access points to Prince Avenue / Tench Francis Gate for entry to the base proper and allow exit through Oglethorpe Avenue / Admiral Perry Gate only. Strictly enforce control of entry and search a percentage of vehicles entering the base as traffic volume and the availability of security personnel permit.~~ *All access points other than the Tench Francis Gate will be blocked by vehicle checked out from the Public Works Department. Tench Francis gate will be the only entrance + exit for the base.*

(4) Measure 33. ~~Enforce centralized parking of vehicles (including government vehicles). Limit the number of vehicles entering base by establishing car pool and "walk-in" (personnel residing in base housing or within walking distance) procedures. The use of parking lots will be curtailed as the situation dictates.~~ *Security will control the flow of traffic from the entry point of Tench Francis Gate to the designated parking lot.*

(5) Measure 34. Issue weapons to all duty security force personnel who are trained and qualified in both the use of weapons and the use of deadly force.

(6) Measure 35. All station watches will be doubled and no more than two persons together at one time or place.

(7) Measure 36. Protect all designated vulnerable points (listed as Restricted Areas in Chapter IV of this instruction). ~~Local police may be required to assist in this protection.~~ *When personnel assigned are not sufficient to guard all areas, then they will be guarded in the order listed.*

(8) Measure 37. ~~Erect barriers and obstacles to limit and control vehicular and pedestrian movements as deemed practical and necessary by the Security Officer.~~ *Vehicles will be checked out from public works and will be parked in front of the gates as barriers.*

(9) Measure 38. Spare.

d. Threatcon Delta. This condition applies in the immediate area where a terrorist attack has occurred, or when intelligence has been received that terrorist action against NSCS or it's personnel is likely. Normally, this threat condition will be declared as a local warning. If classes are to continue, entry and exit of classroom buildings will be restricted to one set of doors only and a security watch will be stationed to control access.

(1) Measure 39. Continue or introduce all measures listed for previous threat conditions.

(2) Measure 40. Augment guard and security forces as circumstances dictate.

(3) Measure 41. ~~Identify all vehicles already on the installation, and search all vehicles and their contents when they enter the complex. When Threatcon Delta is set, incoming traffic flow should be restricted to Prince~~

~~Avenue / Touch Francis Gate only. Security will be assisted by JWS + security at the San Francisco Gate to check the vehicles and their contents. all other entrances will be blocked by barriers.~~

(4) Measure 42. ~~Utilizing all necessary personnel, control access to the base and implement positive identification of any and all personnel transiting the base. JWS + security, together with the security force, will walk the perimeter of the base to ensure positive identification of all personnel trying to gain access to the base.~~

(5) Measure 43. Search all brief cases, suitcases, luggage, packages, and containers brought onto the base. Prior to searching the baggage of personnel desiring access to the base, the person requesting access will be frisk searched by security force personnel.

(6) Measure 44. ~~Make frequent, but irregular checks of the exterior of all restricted areas. NSCS restricted areas are listed in Chapter IV of this instruction. JWS + security, together with the security personnel, will make frequent checks of the exterior of all restricted areas as they walk the perimeter.~~

(7) Measure 45. Limit all administrative visits and journeys to a minimum. Journeys made by key personnel (i.e. CO, XO, CDO, Security Officer, etc) will only be made under escort of an armed security force member.

(8) Measure 46. Consult with local authorities about closing public roads and facilities that might make NSCS more vulnerable to attack. Request assistance from local police departments in enforcing security and all of the previously listed guidelines, if necessary.

(9) Measures 47 thru 50. Spares.

5. Responsibilities. Responsibilities for implementing Threatcon procedures will be in accordance with reference (c) and Chapter II of this instruction with the following modifications:

a. The Commanding Officer is responsible for the base's physical security and as such must approve all actions taken when a terrorist threat exists. In the absence of the Commanding Officer, that authority for approval will be vested in the next senior officer in accordance with reference (h).

b. The Security Officer will have a comprehensive, working knowledge of the instruction and will act as direct advisor to the Commanding Officer during any terrorist crisis situation. In addition, the Security Officer, will be responsible for the selection, training and supervising of all watchstander personnel.

c. The Command Duty Officer is responsible for ensuring that the prescribed measures for the applicable threat condition are carried out during that period of duty and in the absence of the Commanding Officer and the Security Officer.

d. The Assistant Security Officer will be assigned as supervisor over all gate and security force personnel and is responsible for training all security force personnel in the following areas:

- (1) The proper handling and use of firearms.
- (2) The use of deadly force.
- (3) Proper procedures for the challenge and identification of all personnel.
- (4) Proper procedures for the frisk searching of personnel.
- (5) Proper procedures for the searching of vehicles and/or packages, containers, or cases.
- (6) Any other training the Commanding Officer / Security Officer deem necessary to ensure the safety and security of the base and it's personnel from terrorist. Note: Security force personnel will be drawn from *staff military* only, however, gate guards and roving patrols may be augmented by *student military* personnel.

6. Communications. Should a terrorist threat against NSCS be received, the base emergency phone tree shown in 3A-1 (Annex A) to this instruction will be activated. Once the threat message has been passed, telephone communications and radio communications will be kept to minimum. Whenever possible after issuing the initial threat warning, messengers shall be utilized as much as feasible. Telephone, telegraph, and radio communications should be limited to emergency communication only and when the urgency of a particular situation does not allow sufficient time to use a messenger. The reason for utilizing messengers whenever possible is to lessen the risk of terrorists knowing actions being taken, thus decreasing the potential for countering security measures and to lines of communications open for essential emergency communications. All inquiries from the media will be directed to the Public Affairs Officer.

7. Bomb Threats will be handled in accordance with Annexes A and B of this instruction.

8. Hostage situations will be handled in accordances with current base directives and reference (ad).

9. Summary. Due to the increasing number of threats of terrorist actions against the United States, it is imperative that any and all possible actions be taken to counter such threats, thus securing the safety of NSCS and its assigned personnel.

Distribution:
Limited

5530

MED

20 February 1991

ANNEX D TO NSCS PHYSICAL SECURITY PLAN

MEMORANDUM

From: Medical Officer, Branch Medical Clinic
To: Security Officer, NSCS

Subj: MEDICAL CLINIC's SECURITY PLAN

Ref: (a) NSCSINST 5530.1A
(b) Branch Clinic Memo of 26 July 90

1. As stated in paragraph 1 of reference (a), the host command's (NSCS) policies, instructions concerning security are considered to be applicable to all tenant activities.
2. Obviously, this is a prudent position by NSCS and we could not agree more, especially since the Commanding Officer of NSCS is ultimately responsible for all security matters aboard this base.
3. Reference (b) is superseded and the following input is provided to assist the Security Officer of NSCS in developing future instructions or plans, and for general information:
 - a. The Medical Clinic opens at 0730 and secures at 1600 Tuesday - Friday. Mondays and Wednesdays the clinic is occupied until approximately 1730-1800. The Medical Clinic is secured Saturdays, Sundays, and Holidays.
 - b. The Medical Clinic alarm system is now connected to the master alarm system on the quarterdeck and will be monitored by the assigned quarterdeck watchstander. At the end of each day the quarterdeck will be notified when the alarm system has been activated. When the clinic is opened each working day, the alarm system will be tested after notifying the Quarterdeck. Response procedures for the clinic alarm are incorporated in the Quarterdeck alarm system procedures.
4. All questions and requests for further clarification should be referred to the clinic at extension 7321.

R. HERRINGTON
LT, MC, USN

5530
3 AUG 87

Annex E to NSCS Physical Security Plan

MEMORANDUM

From: Director, Branch Dental Clinic, NSCS, Athens, GA
To: Security Officer, NSCS, Athens, GA

Subj: BRANCH DENTAL CLINIC'S SECURITY PLAN

Ref: (a) NSCSINST 5530.1
(b) NSCS ltr 5530, ser 62/1495, dtd 13 July 1987

1. Reference (a) states that NSCS Security Policies and Instructions are applicable to all Tenant Commands. As the Commanding Officer, NSCS, also performs in the capacity as local reporting senior and coordinating authority for all Tenant Commands, it is obvious that physical security for all activities falls within his province. However each tenant activity is responsible for the security of their spaces.

2. It is the responsibility of the Director, Branch Dental Clinic, NSCS, to provide for the internal security of the facility. The following is provided to assist the Security Officer in formulating a comprehensive security plan for the base.

a. The Branch Dental Clinic's normal hours of operation are Monday-Friday 0730-1630, however personnel are actually on board from approximately 0700-1700. The clinic is secured on Saturdays, Sundays and legal holidays.

b. After hours emergencies are routed through the OOD at Winnie Davis. The Duty Dental Technician is on a 24 hour "beeper" watch and is recalled by the OOD utilizing that beeper.

c. Access to spaces:

1) All assigned dental personnel have been assigned keys to the exterior and interior clinic doors.

2) Branch Medical Clinic personnel have access to the waiting area and basement by entry through the interior door connecting the two clinics.

3) Contract cleaning crews have keys to the exterior main entrance door to gain access to the waiting area and basement lounge to fulfill contractual cleaning requirements. They do NOT have access to interior clinical treatment areas without the presence of clinical personnel.

4) Keys will be placed and will be available at the OOD's desk in Winnie Davis to be utilized by duty personnel in an emergency.

5) Highly pilferable and controlled items are locked in storage areas within the interior clinical treatment space, and keys are held by the LPO and Director. No controlled drugs or drugs subject to abuse are held within the dental spaces.

6) If non clinical personnel are noted within the dental spaces after hours, they should be approached and questioned by security personnel as to their authority to be within the facility.

3. For any further assistance or clarification, point of contact is DT1 Pitkin, extension 7325.


T. G. WRIGHT
CDR DC USN



DEPARTMENT OF THE NAVY
NAVY SUPPLY CORPS SCHOOL
ATHENS, GEORGIA 30606-5000

NSCSINST 5530.1A
CH-2
NOV 6 1992

ANNEX E TO NSCS PHYSICAL SECURITY PLAN

MEMORANDUM

From: Director, Branch Dental Clinic, Navy Supply Corps School,
Athens
To: Security Officer, NSCS, Athens
Subj: BRANCH DENTAL CLINIC'S SECURITY PLAN
Ref: (a) NSCSINST 5530.1A
(b) NSCS ltr 5530, Ser 62/1495 of 13 Jul 87

1. Reference (a) states that NSCS Security Policies and Instructions are applicable to all Tenant Commands. As the Commanding Officer, NSCS, also performs in the capacity as local reporting senior and coordinating authority for all Tenant Commands, it is obvious that physical security for all activities falls within his province. However, each tenant activity is responsible for the security of their spaces.

2. It is the responsibility of the Director, Branch Dental Clinic, NSCS, to provide for the internal security of the facility. The following is provided to assist the Security Officer in formulating a comprehensive security plan for the base.

a. The Branch Dental Clinic's normal hours of operation are Monday - Friday 0730 - 1600, however, personnel are actually onboard from approximately 0630 - 1700. The clinic is secured on Saturdays, Sundays, and legal holidays.

b. After hours emergencies are routed through the OOD at Winnie Davis. The Duty Dental Technician is on 24 hour "beeper" watch and is recalled by the OOD utilizing that beeper. (353-5125)

c. Access to spaces:

(1) All assigned dental personnel have been assigned keys to the exterior and interior clinic doors.

(2) Branch Medical Clinic personnel have access to the waiting area and basement by entry through the interior door connecting the two clinics. Medical's supply room is in the basement and they have the key to that space.

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(3) Contract cleaning crews have keys to the exterior main entrance door to gain access to the waiting area and basement lounge to fulfill contractual cleaning requirements. They do NOT have access to interior clinical treatment areas without the presence of clinical personnel.

(4) Keys are available at the OOD's desk in Winnie Davis to be utilized by duty personnel in an emergency.

(5) High piferable and controlled items are locked in storage areas within the interior clinical treatment space, and keys are held by the LPO and Director. A few controlled drugs for emergency treatment only, are held in a locked space in the dental clinic.

(6) If non-clinical personnel are noted within the dental spaces after hours, they should be approached and questioned by security personnel as to their authority to be within the facility.

3. For any further assistance or clarification, point of contact is DT1 Putnam, ext. 7325.



T. J. SHEA
LCDR, SC, USN

ANNEX F TO NSCS PHYSICAL SECURITY PLAN

MEMORANDUM

From: Officer in Charge, Personnel Support Activity Detachment, Athens
To: Security Officer, NSCS, Athens

Subj: PHYSICAL SECURITY PLAN

Ref: (a) NSCSINST 5530.1A

1. Physical security of Personnel Support Activity Detachment (PERSUPPDET), Athens is supported by reference (a).

2. To provide information to support the implementation of security procedures the following information is provided:

a. PERSUPPDET Athens is located on the first deck of Rhodes Hall.

b. The normal operating hours of PERSUPPDET Athens are from 0800-1500 Monday through Friday. PERSUPPDET Athens is secured Saturday, Sunday, and holidays.

c. After normal operating hours, emergency situations are handled on a case-by-case basis by the NSCS Command Duty Officer (CDO) or by the Officer of the Day (OOD) contacting either the PERSUPPDET Athens Officer in Charge, the Director of Military Personnel, or the Director of Military Pay.

d. Exterior keys to Rhodes Hall and PERSUPPDET Athens alarm system keys will be maintained on the Quarterdeck. Keys will be returned to the Quarterdeck when the area is secured at the end of the day. Keys will be checked-out to designated (in writing) personnel only.

e. The vault located in PERSUPPDET Athens has an intrusion alarm system installed which, when activated, will alert the Quarterdeck as to a possible unauthorized entry. Response procedures for this system are incorporated in the master alarm system procedures and in the Pass Down Log on the Quarterdeck. The Quarterdeck will be notified by the person checking in the keys that the alarm system has been activated. When the alarm system is deactivated for normal operating hours the Quarterdeck will be notified by telephone. The keys to the system are maintained on the Quarterdeck.

3. If there are any questions please contact LT Bottcher at extension 7335.

E.J. BOTTCHER



DEPARTMENT OF THE NAVY
NAVY SUPPLY CORPS SCHOOL
ATHENS, GEORGIA 30606-5000

IN REPLY REFER TO:

NSCSINST 5530.1A
CH-2

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ANNEX G TO NAVSCSCOL PHYSICAL SECURITY PLAN

MEMORANDUM

From: Officer In Charge, Navy Exchange, Navy Supply Corps
School, Athens
To: Security Officer, NSCS
Subj: NAVY EXCHANGE SECURITY PLAN
Ref: (a) NSCSINST 5530.1A

1. The following information is provided regarding the Security of the NSCS main Navy Exchange and Convenience Store. This information is provided in addition to the procedures specified in reference (a), to reflect those procedures unique to the Navy Exchange.

2. The buildings will normally be occupied by authorized personnel during the following hours:

Navy Exchange	-	Monday	-	1100-1500
		Tuesday - Friday	-	1000-1800
		Saturday	-	1000-1600
Convenience Store		Monday - Friday	-	0900-2000
		Saturday	-	0900-2100
		Sunday	-	1100-1900

3. Due to the rapid rate of personnel change over at the Navy Exchange and Convenience Store, the authorized access list will be kept in the Pass-Down Log on the Quarterdeck. It is the responsibility of the NEX officer to ensure it is kept updated and current. The Quarterdeck Watchstander will not checkout keys to personnel who are not on the list.

4. The Navy Exchange facilities are protected by intrusion detection devices which alarm the Quarterdeck. The vaults in the Exchange and the cashier counter at the Convenience Store are also equipped with "Duress Alarm" which alarms on the Quarterdeck. Response procedures for these alarm systems have been incorporated in the Quarterdeck alarm system procedures. Accidental or false alarms will be acknowledged by the person activating the alarm by calling the Quarterdeck and identifying with a response of "Code 90." Upon receipt of this verification those actions in process will be withdrawn.

Subj: NAVY EXCHANGE SECURITY PLAN

5. Any changes to this schedule/policy will be reported to the Security Officer immediately. For further information or questions call the Navy Exchange Office at 354-3850.

DJ Fleischmann

OFFICER IN CHARGE
Navy Exchange

ANNEX H PERSONNEL IDENTIFICATION AND CONTROL SYSTEM

1. Purpose. This annex is promulgated for the specific purpose of establishing procedures for positive visual identification for all personnel authorized access to specific areas and to deny access to those not authorized.

2. Background. A system of personnel identification and control is a required basic security measure at naval installations and activities. Positive identification provides a means for visually establishing authorization for personnel movement and actions. Monitoring of movement by security and operating personnel is facilitated by requiring the display or presentation of identification. The degree of control must be in keeping with the sensitivity of the area. Procedures should be kept simple but adequate.

3. Procedures. The following systems may be used separately or collectively to provide the degree of security desired:

a. Military and Dependent Identification Cards. These cards may be used as a means of identification of personnel authorized access to areas which do not have security implications.

(1) The Armed Forces Identification Card [DD Form 2 (series)] may be used as a means of identification of personnel authorized access to Level One restricted areas. It will not, in and of itself, be used to establish authority for entry into these areas. It will be used only to establish identification of the individual, authorization for entry to restricted areas still lies within the guidelines of published access lists.

b. U. S. Government Identification Card. Civil Service employees may be issued U.S. Government Identification Cards (Optional Form 55), as set forth in the Federal Personnel Manual 295-17, sub-chapter 8, Inst. 199 of 13 September 1973. This form is authorized and recognized as official identification. It will not, in itself, be used to establish authority to restricted areas. It will be used only to establish identification of the individual, authorization for entry to restricted areas still lies within the guidelines of published access lists.

c. Pass and Badge System. Since the Navy Supply Corps School is an open base and access can not be monitored and controlled on a continuing basis, a pass and badge system will be implemented to provide positive identification of those persons authorized to be on base who do not have either of the above forms of personal identification. The issuance and level of access will be as follows:

(1) Permanent Direct Hire (Non Civil Service) and Contractor Employees - An identification card (figure 1) will be issued to all direct hire (non-Civil Service) employees and contractor personnel employed under long term (annual) contracts. Badges for direct hire employees will be issued to the employee by the Security Department. Badges for contractor personnel

will be issued to the department responsible for the administration of the contract (i.e. Public Works, Billeting, etc) and the contractor will be responsible for those badges issued to their employees. These badges will be laminated and have the employees picture on the face. Badges must be returned to and collected by the supervisor and/or contractor upon termination of employment or expiration of the contract and returned to the Security Department.

(2) Temporary Direct Hire (non-Civil Service) and Contractor Employees.

(a) Escort Not Required - Temporary employees (direct hire and contractor) not requiring access to restricted areas will be issued an Escort Not Required badge (figure 2) for the period of time designated by the sponsoring department. The badge will be of a distinctive color (blue) and have the phrase "Escort Not Required" prominently displayed on the front of the badge. These badges will not allow access to designated restricted areas (see paragraph 0401.a). These badges will be serialized and each issue will be logged to indicate the following:

- Serial Number
- Date Issued
- Employees's Name / SSN
- Employer / Company's Name
- Sponsoring Department (Public Works, Billeting, etc)
- Expiration Date
- Date Returned

The sponsoring department will be responsible for the proper use and control of the badges and will collect them upon termination of the project and return them to the Security Department.

(b) Escort Required - Temporary employees (direct hire and contractor) requiring access to restricted areas will be issued an Escort Required badge (figure 3) for the period of time designated by the sponsoring department. The badge will be of a distinctive color (red) and have the phrase "Escort Required" prominently displayed on the front of the badge. These badges will be serialized and each issue will be logged as in paragraph 3b(2)(a). The sponsoring department will be responsible for escorting the employee at all times when in a designated restricted area. The sponsoring department will be responsible for the proper use and control of the badges and will collect them upon termination of the contract and return them to the Security Department.

d. Personal Recognition Systems. Personal recognition is the most positive method of identification for small numbers of personnel (not exceeding 50 persons) and should be used when ever feasible.

4. Controls. All identification badges issued under the provisions of paragraph 3c will be controlled and properly logged by Security Department. The logs will be reviewed weekly to insure all expired badges have been turned-in and properly disposed. Additionally all badges issued under paragraph 3c(2) will be inventoried weekly to insure proper control and that all badges are

accounted for.

5. Summary. Though all base personnel may be issued identification cards/badges, these are only for verification of identification and are not in themselves to be considered as authorization for entry to any given space. This authorization must be in writing for all Level One restricted areas and based on a reasonable requirement for all other spaces (i.e. normal work space, deliveries, official business, etc).



DEPARTMENT OF THE NAVY

NAVY SUPPLY CORPS SCHOOL
ATHENS, GEORGIA 30606-5000

IN REPLY REFER TO:

NSCSINST 5530.1A

CH-2

NOV 6 1982

ANNEX I TO NAVSCSCOL PHYSICAL SECURITY PLAN

MEMORANDUM

From: Commissary Manager, Defense Commissary Agency, Athens
To: Security Officer, NSCS, Athens

Subj: COMMISSARY SECURITY PLAN

Ref: (a) NSCSINST 5530.1A

1. The following information is provided regarding the security of the NSCS Commissary. This information is provided in addition to the procedures specified in reference (a), to reflect those procedures unique to Commissary.

2. The building will normally be occupied by authorized personnel during the following hours:

Monday - Friday	-	0600 - 2300
Saturday	-	0700 - 1530

3. The authorized access list will be kept in the Pass-Down Log on the Quarterdeck. Due to rapid turn over of employees at the Commissary, it is the responsibility of the Commissary Manager to ensure it is kept updated and current. The Quarterdeck Watchstander will not check out keys to personnel not on the Access List.

4. The Commissary is protected by intrusion detection devices which alarms on the Quarterdeck. In addition, the valut is equipped with a "Duress Alarm" which also alarms on the Quarterdeck. Response procedures for this alarm system have been incorporated in the Quarterdeck Alarm System Procedures. Accidental or false alarms will be acknowledged by the person activating the alarm by calling the Quarterdeck and identifying with a response of "Code 90." Upon receipt of this verification those actions in process will be withdrawn.

5. Any changes to this schedule/policy will be reported to the Security Officer immediately. For further information or questions call the Commissary Manager at ext. 7371.


Commissary Store Manager

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ANNEX J TO NAVSCSCOL PHYSICAL SECURITY PLAN

ALARM SYSTEM OPERATING INSTRUCTIONS

STEP 1: WHEN THE ALARM SOUNDS PUSH THE "ACK" BUTTON ON BOTH CONSOLES (THEY ARE REDUNDANT SYSTEMS). THIS WILL SILENCE THE ALARMS ONLY. THE MESSAGE WILL APPEAR BOTH ON THE MONITOR AND ON THE PAPER PRINT OUT. (SEE FIGURE 1).

STEP 2: CROSS REFERENCE THE BUILDING / # AND ZONE # TO THE CORRECT PAGE / ITEM NO. IN THIS INSTRUCTION FOR ACTIONS TO TAKE.

NOTES:

(1) THE NEX, COMMISSARY, AND SERVICE STATIONS ALARMS WILL SOUND WHEN THE ALARMS ARE BEING ARMED OR BEING SECURED. THIS IS A DESIGN ANOMALY AND SHOULD BE CORRECTED IN THE FUTURE. FOR THE PRESENT THE PERSON SETTING (OR SECURING) THE ALARM SHOULD CALL AND INFORM YOU OF THAT ACTION TO PREVENT PREMATURE ACTION.

(2) THE ONLY OTHER ALARMS YOU WILL RECEIVE ON THE NEW SYSTEM WILL BE SYSTEM STATUS ALARMS. THESE ARE THE RESULT OF EITHER SELF TEST OR EQUIPMENT FAILURE WITHIN THE CONSOLE (NOT THE REMOTE ALARM SYSTEMS IN THE BUILDINGS). THESE ALARMS WILL BE DISPLAYED ON BOTH THE MONITOR AND THE PAPER PRINT OUT. YOU WILL ACKNOWLEDGE THESE BY PUSHING THE "RESET STATUS" BUTTON. (SEE FIGURE 2).

BUILDING / #: MUSEUM / #3

BOX # 212

I. ZONE # 1 **** FIRE ALARM ****

Action(s):

- 1) CALL FIRE DEPT @ "911". REPORT:
" FIRE IN MUSEUM / CARNEGIE LIBRARY, BUILDING #3, NAVY SUPPLY CORPS SCHOOL. NO HAZARDOUS MATERIAL IN BUILDING".
- 2) HAVE FIRE AND SECURITY INSURE THE BUILDING IS EVACUATED, ESTABLISH PERIMETER, AND CONTROL ACCESS TO THE AREA.
- 3) NOTIFY CDO, X.O.

II. ZONE # 2 **** TROUBLE ALARM ****

POSSIBLE FIRE ALARM SYSTEM MALFUNCTION. DURING NORMAL WORKING HOURS CONTACT THE BUILDING MANAGER (or occupant) TO VERIFY IF AN ACTUAL ALARM SITUATION EXISTS; AFTER NORMAL WORKING HOURS, HAVE FIRE AND SECURITY INVESTIGATE TO DETERMINE IF AN ACTUAL ALARM SITUATION EXISTS. IF AN ACTUAL ALARM SITUATION EXISTS FOLLOW PROCEDURES FOR **FIRE ALARM**. IF NOT, LOG THE TROUBLE CALL IN THE DECK LOG AND NOTIFY PUBLIC WORKS THE FOLLOWING WORKING DAY. IF CDO DETERMINES THE SPACE IS VITAL, A WATCH SHOULD BE ESTABLISHED TO PROVIDE MONITORING OF THE SPACE UNTIL PUBLIC WORKS IS ABLE TO CLEAR THE SYSTEM MALFUNCTION.

III. ZONES # 3 and 4 **** INTRUSION ALARM ****

Action(s):

- 1) DISPATCH FIRE & SECURITY TO SCENE TO INVESTIGATE.
- 2) NOTIFY CDO, & SECURITY P.O.
- 3) IF FORCED ENTRY IS DETERMINED, CALL "911" FOR POLICE ASSISTANCE, NOTIFY SECURITY OFFICER, X.O., AND MUSEUM CURATOR (SEE RECALL BILL).
- 4) FIRE & SECURITY ESTABLISH PERIMETER, CONTROL ACCESS TO AREA AND KEEP UNDER OBSERVATION. DO NOT ATTEMPT TO ENTER THE BUILDING UNTIL CLEARED BY CDO.
- 5) RESET MUSEUM ALARM.

BUILDING/#: MILLER HALL / #4

BOX # 213

I. ZONE # 1 ** FIRE ALARM **

Action(s):

- 1) CALL FIRE DEPT @ "911". REPORT:
" FIRE IN MILLER HALL, BUILDING #4, NAVY SUPPLY CORPS SCHOOL. NO HAZARDOUS MATERIAL IN BUILDING".
- 2) HAVE FIRE & SECURITY INSURE THE BUILDING IS EVACUATED, ESTABLISH PERIMETER AND CONTROL ACCESS TO THE AREA.
- 3) NOTIFY CDO, X.O.

II. ZONE # 2 ** TROUBLE ALARM **

POSSIBLE FIRE ALARM SYSTEM MALFUNCTION. DURING NORMAL WORKING HOURS CONTACT THE BUILDING MANAGER (or occupant) TO VERIFY IF AN ACTUAL ALARM SITUATION EXISTS; AFTER NORMAL WORKING HOURS, HAVE FIRE AND SECURITY INVESTIGATE TO DETERMINE IF AN ACTUAL ALARM SITUATION EXISTS. IF AN ACTUAL ALARM SITUATION EXISTS FOLLOW PROCEDURES FOR **FIRE ALARM**. IF NOT, LOG THE TROUBLE CALL IN THE DECK LOG AND NOTIFY PUBLIC WORKS THE FOLLOWING WORKING DAY. IF CDO DETERMINES THE SPACE IS VITAL, A WATCH SHOULD BE ESTABLISHED TO PROVIDE MONITORING OF THE SPACE UNTIL PUBLIC WORKS IS ABLE TO CLEAR THE SYSTEM MALFUNCTION.

I. ZONE # 1 ** FIRE ALARM **

Action(s):

- 1) CALL FIRE DEPT @ "911". REPORT:
" FIRE IN RHODES HALL, BUILDING #7, NAVY SUPPLY CORPS SCHOOL. HAZARDOUS MATERIALS IN ROOM 110 INCLUDE: PHOTOGRAPHIC DEVELOPING SOLUTIONS/FILM & DUPLICATING SOLUTIONS/SOLVENTS".
- 2) HAVE FIRE & SECURITY INSURE THE BUILDING IS EVACUATED, ESTABLISH PERIMETER, AND CONTROL ACCESS TO THE AREA.
- 3) NOTIFY CDO AND X.O.

II. ZONE # 2 ** TROUBLE ALARM **

POSSIBLE FIRE ALARM SYSTEM MALFUNCTION. DURING NORMAL WORKING HOURS CONTACT THE BUILDING MANAGER (or occupant) TO VERIFY IF AN ACTUAL ALARM SITUATION EXISTS; AFTER NORMAL WORKING HOURS, HAVE FIRE AND SECURITY INVESTIGATE TO DETERMINE IF AN ACTUAL ALARM SITUATION EXISTS. IF AN ACTUAL ALARM SITUATION EXISTS FOLLOW PROCEDURES FOR **FIRE ALARM**. IF NOT, LOG THE TROUBLE CALL IN THE DECK LOG AND NOTIFY PUBLIC WORKS THE FOLLOWING WORKING DAY. IF CDO DETERMINES THE SPACE IS VITAL, A WATCH SHOULD BE ESTABLISHED TO PROVIDE MONITORING OF THE SPACE UNTIL PUBLIC WORKS IS ABLE TO CLEAR THE SYSTEM MALFUNCTION.

III. ZONE # 3 ** INTRUSION ALARM **

Action(s)

- 1) NOTIFY CDO/SECURITY OFFICER. REPORT "INTRUSION ALARM IN PSD/DISBURSING VAULT".
- 2) HAVE FIRE & SECURITY INVESTIGATE EXTERIOR OF BUILDING, IF SIGNS OF FORCED ENTRY ARE EVIDENT CALL "911" FOR POLICE ASSISTANCE, ESTABLISH PERIMETER, CONTROL ACCESS TO THE AREA, AND KEEP BUILDING UNDER OBSERVATION, BUT DO NOT MAKE ATTEMPT TO ENTER THE BUILDING UNTIL CLEARED BY APD.
- 3) NOTIFY OIC PSD (SEE RECALL BILL), X.O., AND SECURITY OFFICER.
- 4) WHEN THE AREA IS DETERMINED TO BE CLEAR, AND WHEN AUTHORIZED BY PSD, TAKE KEY #2 FROM KEY LOCKER AND RESET THE ALARM SYSTEM IN THE PSD OFFICE.

BUILDING/#: POUND HALL / 10

BOX # 215

I. ZONE # 1 ** FIRE ALARM **

Action(s):

- 1) CALL FIRE DEPT @ "911". REPORT:
" FIRE AT POUND HALL, BLDG #10, NAVY SUPPLY CORPS SCHOOL. NO HAZARDOUS MATERIAL IN THE BUILDING."
- 2) HAVE FIRE & SECURITY INSURE THE BUILDING IS EVACUATED, ESTABLISH A PERIMETER, AND CONTROL ACCESS TO THE AREA.
- 3) NOTIFY CDO, X.O., AND CODE 30 (SEE RECALL BILL).

II. ZONE # 2 ** TROUBLE ALARM **

POSSIBLE FIRE ALARM SYSTEM MALFUNCTION. DURING NORMAL WORKING HOURS CONTACT THE BUILDING MANAGER (or occupant) TO VERIFY IF AN ACTUAL ALARM SITUATION EXISTS; AFTER NORMAL WORKING HOURS, HAVE FIRE AND SECURITY INVESTIGATE TO DETERMINE IF AN ACTUAL ALARM SITUATION EXISTS. IF AN ACTUAL ALARM SITUATION EXISTS FOLLOW PROCEDURES FOR **FIRE ALARM**. IF NOT, LOG THE TROUBLE CALL IN THE DECK LOG AND NOTIFY PUBLIC WORKS THE FOLLOWING WORKING DAY. IF CDO DETERMINES THE SPACE IS VITAL, A WATCH SHOULD BE ESTABLISHED TO PROVIDE MONITORING OF THE SPACE UNTIL PUBLIC WORKS IS ABLE TO CLEAR THE SYSTEM MALFUNCTION.

III. ZONE # 3 ** PANIC ALARM QUARTERS "A" **

INTRUSION / PANIC ALARM IN QUARTERS "A".

STEPS:

- (1) HAVE F&S RESPOND, ESTABLISH PERIMETER, AND KEEP UNDER OBSERVATION.
- (2) NOTIFY CDO AND XO.
- (3) ATTEMPT TO VERIFY VIA PHONE WITH QUARTERS "A" (613-0206), IF FALSE ALARM CALL CDO, AND F & S TO CANCEL RESPONSE. IF AN ACTUAL ALARM OR IF UNABLE TO CONTACT RESIDENTS OF QUARTERS "A", CALL "911" FOR POLICE ASSISTANCE.

BUILDING/#: BROWN HALL / 24

BOX # 216

I. ZONE # 1 ** FIRE ALARM **

Action(s):

- 1) CALL FIRE DEPT @ "911". REPORT:
" FIRE AT BROWN HALL, BLDG #24, NAVY SUPPLY CORPS SCHOOL. NO
HAZARDOUS MATERIAL IN THE BUILDING."
- 2) HAVE FIRE & SECURITY INSURE THE BUILDING IS EVACUATED, ESTAB-
LISH A PERIMETER, AND CONTROL ACCESS TO THE AREA.
- 3) NOTIFY CDO, X.O., AND CODE 30 (SEE RECALL BILL).

II. ZONE # 2 ** TROUBLE ALARM **

POSSIBLE FIRE ALARM SYSTEM MALFUNCTION. DURING NORMAL WORKING HOURS CONTACT THE BUILDING MANAGER (or occupant) TO VERIFY IF AN ACTUAL ALARM SITUATION EXISTS; AFTER NORMAL WORKING HOURS, HAVE FIRE AND SECURITY INVESTIGATE TO DETERMINE IF AN ACTUAL ALARM SITUATION EXISTS. IF AN ACTUAL ALARM SITUATION EXISTS FOLLOW PROCEDURES FOR **FIRE ALARM**. IF NOT, LOG THE TROUBLE CALL IN THE DECK LOG AND NOTIFY PUBLIC WORKS THE FOLLOWING WORKING DAY. IF CDO DETERMINES THE SPACE IS VITAL, A WATCH SHOULD BE ESTABLISHED TO PROVIDE MONITORING OF THE SPACE UNTIL PUBLIC WORKS IS ABLE TO CLEAR THE SYSTEM MALFUNCTION.

BUILDING/#: MEDICAL/DENTAL / 30

BOX # 217

I. ZONE # 1 ** FIRE ALARM **

Action(s):

- 1) CALL FIRE DEPT @ "911". REPORT:
" FIRE AT MEDICAL/DENTAL CLINIC, BLDG #30, NAVY SUPPLY CORPS SCHOOL. HAZARDOUS MATERIALS INCLUDE X-RAY FILMS/DEVELOPERS, CLEANING SUPPLIES, ETC."
- 2) HAVE FIRE & SECURITY INSURE THE BUILDING IS EVACUATED, ESTABLISH A PERIMETER, AND CONTROL ACCESS TO THE AREA.
- 3) NOTIFY CDO AND DUTY CORPSMAN / DENTAL TECH (SEE RECALL BILL).

II. ZONE # 2 ** TROUBLE ALARM **

POSSIBLE FIRE ALARM SYSTEM MALFUNCTION. DURING NORMAL WORKING HOURS CONTACT THE BUILDING MANAGER (or occupant) TO VERIFY IF AN ACTUAL ALARM SITUATION EXISTS; AFTER NORMAL WORKING HOURS, HAVE FIRE AND SECURITY INVESTIGATE TO DETERMINE IF AN ACTUAL ALARM SITUATION EXISTS. IF AN ACTUAL ALARM SITUATION EXISTS FOLLOW PROCEDURES FOR **FIRE ALARM**. IF NOT, LOG THE TROUBLE CALL IN THE DECK LOG AND NOTIFY PUBLIC WORKS THE FOLLOWING WORKING DAY. IF CDO DETERMINES THE SPACE IS VITAL, A WATCH SHOULD BE ESTABLISHED TO PROVIDE MONITORING OF THE SPACE UNTIL PUBLIC WORKS IS ABLE TO CLEAR THE SYSTEM MALFUNCTION.

III. ZONE # 3 ** INTRUSION ALARM **

Action(s):

- 1) CALL APD @ "911". REPORT:
"INTRUSION ALARM AT MEDICAL/DENTAL CLINIC PHARMACY, BLDG #30, NAVY SUPPLY CORPS SCHOOL. REQUEST ASSISTANCE."
- 2) NOTIFY CDO
- 3) HAVE FIRE & SECURITY INVESTIGATE EXTERIOR OF BUILDING AND ESTABLISH PERIMETER, CONTROL ACCESS TO THE AREA, AND KEEP BUILDING UNDER OBSERVATION, DO NOT ATTEMPT TO ENTER THE BUILDING UNTIL CLEARED BY APD.
- 4) NOTIFY DUTY CORPSMAN / DENTAL TECH AND SECURITY OFFICER (SEE RECALL BILLS).
- 5) HAVE MEDICAL RESET ALARM.

BUILDING/#: SCOTT HALL / 32

BOX # 218

I. ZONE # 1 ** *FIRE ALARM* **

Action(s):

- 1) CALL FIRE DEPT @ "911". REPORT:
" FIRE AT SCOTT HALL, BLDG # 32, NAVY SUPPLY CORPS SCHOOL.
HAZARDOUS MATERIAL IN BUILDING INCLUDE COOKING OILS, CLEANING
SOLUTIONS, ETC."
- 2) HAVE FIRE & SECURITY INSURE THE BUILDING IS EVACUATED, ESTAB-
LISH PERIMETER, AND CONTROL ACCESS TO THE AREA.
- 3) NOTIFY CDO, X.O., AND CODE 30 (SEE RECALL BILL).

II. ZONE # 2 ** *TROUBLE ALARM* **

POSSIBLE FIRE ALARM SYSTEM MALFUNCTION. DURING NORMAL WORKING
HOURS CONTACT THE BUILDING MANAGER (or occupant) TO VERIFY IF AN
ACTUAL ALARM SITUATION EXISTS; AFTER NORMAL WORKING HOURS, HAVE
FIRE AND SECURITY INVESTIGATE TO DETERMINE IF AN ACTUAL ALARM
SITUATION EXISTS. IF AN ACTUAL ALARM SITUATION EXISTS FOLLOW
PROCEDURES FOR *FIRE ALARM*. IF NOT, LOG THE TROUBLE CALL IN THE
DECK LOG AND NOTIFY PUBLIC WORKS THE FOLLOWING WORKING DAY. IF
CDO DETERMINES THE SPACE IS VITAL, A WATCH SHOULD BE ESTABLISHED
TO PROVIDE MONITORING OF THE SPACE UNTIL PUBLIC WORKS IS ABLE TO
CLEAR THE SYSTEM MALFUNCTION.

BUILDING/#: WRIGHT HALL / 33

BOX # 219

I. ZONE # 1 ** FIRE ALARM **

Action(s):

1) CALL FIRE DEPT @ "911". REPORT:

" FIRE AT WRIGHT HALL, BLDG # 33, NAVY SUPPLY CORPS SCHOOL. HAZARDOUS MATERIAL IN BUILDING INCLUDE COOKING OILS, CLEANING SOLUTIONS, ETC."

2) HAVE FIRE & SECURITY INSURE THE BUILDING IS EVACUATED, ESTABLISH PERIMETER, AND CONTROL ACCESS TO THE AREA.

3) NOTIFY CDO, X.O., AND CODE 30 (SEE RECALL BILL).

II. ZONE # 2 ** TROUBLE ALARM **

POSSIBLE FIRE ALARM SYSTEM MALFUNCTION. DURING NORMAL WORKING HOURS CONTACT THE BUILDING MANAGER (or occupant) TO VERIFY IF AN ACTUAL ALARM SITUATION EXISTS; AFTER NORMAL WORKING HOURS, HAVE FIRE AND SECURITY INVESTIGATE TO DETERMINE IF AN ACTUAL ALARM SITUATION EXISTS. IF AN ACTUAL ALARM SITUATION EXISTS FOLLOW PROCEDURES FOR **FIRE ALARM**. IF NOT, LOG THE TROUBLE CALL IN THE DECK LOG AND NOTIFY PUBLIC WORKS THE FOLLOWING WORKING DAY. IF CDO DETERMINES THE SPACE IS VITAL, A WATCH SHOULD BE ESTABLISHED TO PROVIDE MONITORING OF THE SPACE UNTIL PUBLIC WORKS IS ABLE TO CLEAR THE SYSTEM MALFUNCTION.

BUILDING/#: RUSSELL HALL / 35

BOX # 220

I. ZONE # 1 ** FIRE / HALON ALARM **

Action(s):

- 1) CALL FIRE DEPT @ "911". REPORT:
 " HALON SYSTEM ACTIVATED / POSSIBLE FIRE IN DATA PROCESSING CENTER IN RUSSELL HALL, BLDG 35, NAVY SUPPLY CORPS SCHOOL. HAZARDOUS MATERIALS IN RUSSELL HALL INCLUDE: HALON, PHOTOGRAPHIC FILM/DEVELOPING SOLUTIONS, DUPLICATING SOLUTIONS/SOLVENTS, CLEANING SOLUTIONS, ETC."
- 2) HAVE FIRE AND SECURITY INSURE THE BUILDING IS EVACUATED, EXERCISE EXTREME CAUTION IN AREA OF ADP DUE TO HALON SYSTEM (RESPIRATORY HAZARD) BEING ACTIVATED, ESTABLISH PERIMETER, AND CONTROL ACCESS TO THE AREA.
- 3) NOTIFY CDO, X.O., AND CODES 20 & 63 (SEE RECALL BILLS).

II. ZONE # 2 ** TROUBLE ALARM **

POSSIBLE FIRE ALARM SYSTEM MALFUNCTION IN ADP. DURING NORMAL WORKING HOURS CONTACT ADP OR BUILDING MANAGER (CODE 63) TO VERIFY IF AN ACTUAL ALARM SITUATION EXISTS; AFTER NORMAL WORKING HOURS, HAVE FIRE AND SECURITY INVESTIGATE TO DETERMINE IF AN ACTUAL ALARM SITUATION EXISTS. IF AN ACTUAL ALARM SITUATION EXISTS FOLLOW PROCEDURES FOR **FIRE ALARM**. IF NOT, LOG THE TROUBLE CALL IN THE DECK LOG AND NOTIFY PUBLIC WORKS THE FOLLOWING WORKING DAY. IF CDO DETERMINES THE SPACE IS VITAL, A WATCH SHOULD BE ESTABLISHED TO PROVIDE MONITORING OF THE SPACE UNTIL PUBLIC WORKS IS ABLE TO CLEAR THE SYSTEM MALFUNCTION.

III. ZONE # 3 ** INTRUSION ALARM **

Action(s):

- 1) NOTIFY CDO
- 2) HAVE FIRE & SECURITY INVESTIGATE, IF FORCED ENTRY IS EVIDENT CONTACT "911" FOR POLICE ASSISTANCE, DO NOT ATTEMPT TO ENTER BUILDING UNTIL CLEARED BY THE POLICE, ESTABLISH PERIMETER, CONTROL ACCESS TO THE AREA, KEEP BUILDING UNDER OBSERVATION, AND NOTIFY X.O., SECURITY OFFICER, AND CODES 20 & 63 (SEE RECALL BILLS).
- 3) RESET ALARM SYSTEM UPON ADVICE OF CDO.

BUILDING/#: GEORGE HALL / 36

BOX # 221

ZONE # 1 ** FIRE ALARM **

Action(s):

- 1) CALL FIRE DEPT @ "911". REPORT:
" FIRE AT RUSSELL HALL, BLDG. 35 or GEORGE HALL, BLDG 36,
NAVY SUPPLY CORPS SCHOOL. HAZARDOUS MATERIAL IN BUILDINGS INCLUDE
HALON, PHOTOGRAPHIC FILM/DEVELOPING SOLUTIONS, DUPLICATING SOLU-
TIONS/SOLVENTS, CLEANING SOLUTIONS, ETC."
- 2) NOTIFY CDO
- 3) HAVE FIRE & SECURITY INSURE THE BUILDING IS EVACUATED, ESTAB-
LISH A PERIMETER, AND CONTROL ACCESS TO THE AREA. EXERCISE EX-
TREME CAUTION IN THE AREA OF ADP DUE TO THE POSSIBLE ACTIVATION
OF THE HALON SYSTEM (RESPIRATORY HAZARD).
- 4) NOTIFY X.O. AND CODES 63 & 20 (SEE RECALL BILL).

II. ZONE # 2 ** TROUBLE ALARM **

POSSIBLE FIRE ALARM SYSTEM MALFUNCTION. DURING NORMAL WORKING HOURS CONTACT THE BUILDING MANAGER (or occupant) TO VERIFY IF AN ACTUAL ALARM SITUATION EXISTS; AFTER NORMAL WORKING HOURS, HAVE FIRE AND SECURITY INVESTIGATE TO DETERMINE IF AN ACTUAL ALARM SITUATION EXISTS. IF AN ACTUAL ALARM SITUATION EXISTS FOLLOW PROCEDURES FOR **FIRE ALARM**. IF NOT, LOG THE TROUBLE CALL IN THE DECK LOG AND NOTIFY PUBLIC WORKS THE FOLLOWING WORKING DAY. IF CDO DETERMINES THE SPACE IS VITAL, A WATCH SHOULD BE ESTABLISHED TO PROVIDE MONITORING OF THE SPACE UNTIL PUBLIC WORKS IS ABLE TO CLEAR THE SYSTEM MALFUNCTION.

BUILDING/#: COMMISSARY / 37

BOX # 222

I. ZONE # 1 ** FIRE ALARM **

Action(s):

- 1) CALL FIRE DEPT @ "911". REPORT:
" FIRE AT COMMISSARY, BLDG 37, NAVY SUPPLY CORPS SCHOOL. HAZARDOUS MATERIALS INCLUDE FREON REFRIGERANTS IN INSTALLED SYSTEMS, BLEACH, VARIOUS CLEANING SUPPLIES, ETC."
- 2) NOTIFY CDO
- 3) HAVE FIRE & SECURITY INSURE BUILDING IS EVACUATED, ESTABLISH PERIMETER, AND CONTROL ACCESS TO THE AREA.
- 4) NOTIFY X.O. AND NEX OFFICER (SEE RECALL BILL).

II. ZONE # 2 ** TROUBLE ALARM **

POSSIBLE FIRE ALARM SYSTEM MALFUNCTION. DURING NORMAL WORKING HOURS CONTACT THE BUILDING MANAGER (or occupant) TO VERIFY IF AN ACTUAL ALARM SITUATION EXISTS; AFTER NORMAL WORKING HOURS, HAVE FIRE AND SECURITY INVESTIGATE TO DETERMINE IF AN ACTUAL ALARM SITUATION EXISTS. IF AN ACTUAL ALARM SITUATION EXISTS FOLLOW PROCEDURES FOR **FIRE ALARM**. IF NOT, LOG THE TROUBLE CALL IN THE DECK LOG AND NOTIFY PUBLIC WORKS THE FOLLOWING WORKING DAY. IF CDO DETERMINES THE SPACE IS VITAL, A WATCH SHOULD BE ESTABLISHED TO PROVIDE MONITORING OF THE SPACE UNTIL PUBLIC WORKS IS ABLE TO CLEAR THE SYSTEM MALFUNCTION.

III. ZONE # 3 ** INTRUSION ALARM / COMMISSARY DOOR **

Action(s):

- A. 1) DURING NORMAL COMMISSARY WORKING HOURS, CALL COMMISSARY FOR VERIFICATION OF ACCIDENTAL ALARM.
- B. 1) AFTER COMMISSARY HAS BEEN SECURED, CALL "911" FOR POLICE ASSISTANCE.
- 2) NOTIFY CDO AND ^{SEC}~~NEX OFFICER~~ ^{Commissary Officer} (SEE RECALL BILL).
MR. SIMS/JFF
- 3) DISPATCH FIRE & SECURITY TO ESTABLISH PERIMETER, OBSERVE THE **EXTERIOR** OF THE BUILDING, AND CONTROL ACCESS TO THE AREA. DO **NOT** ENTER THE BUILDING UNTIL CLEARED BY THE POLICE and CDO.
- 4) HAVE COMMISSARY PERSONNEL RESET THE ALARM.

IV. ZONE # 4 ** **INTRUSION/PANIC ALARM / COMMISSARY VAULT** **

Action(s):

- 1) CALL "911" FOR POLICE ASSISTANCE, REPORT:
"INTRUSION/PANIC ALARM IN THE VAULT AT THE NAVY COMMISSARY,
BLDG 37, NAVY SUPPLY CORPS SCHOOL, REQUEST ASSISTANCE."
- 2) NOTIFY CDO & ~~NEX~~ OFFICER (SEE RECALL BILL).
Commissary Store Officer
Mr. St. John
- 3) DISPATCH FIRE & SECURITY TO ESTABLISH PERIMETER, MAINTAIN
OBSERVATION OF EXTERIOR OF THE BLDG (DO NOT ATTEMPT TO ENTER),
AND CONTROL ACCESS TO AREA.
- 4) UPON RECEIPT OF NOTIFICATION BY COMMISSARY PERSONNEL, PROPERLY
IDENTIFIED (BY PRE-ESTABLISHED CODE) THAT THE ALARM WAS AN ACCI-
DENT, CANCEL REQUEST FOR ASSISTANCE BY POLICE AND NOTIFY ALL
CONCERNED.
- 5) UPON RESOLUTION OF THE ALARM (EITHER BY POLICE OR COMMISSARY)
HAVE THE COMMISSARY RESET THE ALARM SYSTEM.

V. ZONE # 5 ** **INTRUSION ALARM / COMMISSARY SAFE** **

ACTION(s):

- 1) CALL "911" FOR POLICE ASSISTANCE. REPORT:
"INTRUSION ALARM AT COMMISSARY STORE, NAVY SUPPLY CORPS
SCHOOL, BUILDING 37."
- 2) NOTIFY CDO AND ~~NEX~~ OFFICER (SEE RECALL BILL).
Commissary Store Officer
Mr. St. John
- 3) DISPATCH FIRE & SECURITY TO ESTABLISH PERIMETER, OBSERVE THE
EXTERIOR OF BUILDING, AND CONTROL ACCESS TO THE AREA. DO **NOT**
ATTEMPT TO ENTER BUILDING UNTIL CLEARED BY POLICE and CDO.
- 4) HAVE COMMISSARY PERSONNEL RESET THE ALARM.

BUILDING / #: NEX SERVICE STATION / PACKAGE STORE BOX # 223

I. ZONE # 1 ** *FIRE ALARM* **

ACTION(S):

- 1) CALL FIRE DEPT @ "911", REPORT:
" MANUAL FIRE ALARM BOX ACTIVATED AT THE NAVY EXCHANGE SERVICE STATION, BUILDING # 38, NAVY SUPPLY CORPS SCHOOL. HAZARDOUS MATERIALS INCLUDE GASOLINE, LUBRICANTS, AND VARIOUS CLEANING SOLVENTS."
- 2) HAVE FIRE AND SECURITY INSURE THE BUILDING IS EVACUATED, ESTABLISH PERIMETER, AND CONTROL ACCESS TO THE AREA.
- 3) NOTIFY CDO, X.O., AND NEX OFFICER (SEE RECALL BILL).

II. ZONE # 2 ** *INTRUSION / PANIC ALARM* **

ACTION(s):

- 1) CALL "911" FOR POLICE ASSISTANCE, REPORT:
"INTRUSION (after store hours) ... "PANIC (during store hours) ALARM AT THE NEX SERVICE STATION / PACKAGE STORE, POSSIBLE ROBBERY IN PROGRESS, NAVY SUPPLY CORPS, BUILDING # 38, REQUEST ASSISTANCE."
- 2) NOTIFY CDO, SECURITY OFFICER, AND NEX OFFICER (SEE RECALL BILLS).
- 3) DISPATCH FIRE & SECURITY TO INVESTIGATE *EXTERIOR* OF BUILDING, ESTABLISH PERIMETER, AND CONTROL ACCESS TO AREA. DO *NOT* ATTEMPT TO ENTER BUILDING UNTIL CLEARED BY CDO OR POLICE.
- 4) IF SERVICE STATION OPERATOR CALLS TO REPORT ACCIDENTAL TRIGGERING OF ALARM (MUST IDENTIFY WITH "CODE 90"), CANCEL APD RESPONSE AND NOTIFY CDO.
- 5) HAVE NEX PERSONNEL RESET ALARM AFTER SITUATION IS RESOLVED.

BUILDING / #: NAVY EXCHANGE / 39

BOX # 224

I. ZONE # 1 **** FIRE ALARM ****

Action(s):

- 1) CALL FIRE DEPT @ "911". REPORT:
" FIRE AT NAVY EXCHANGE, BLDG 39, NAVY SUPPLY CORPS SCHOOL.
HAZARDOUS MATERIALS INCLUDE VARIOUS CLEANING SUPPLIES, ETC."
- 2) NOTIFY CDO.
- 3) HAVE FIRE & SECURITY INSURE BUILDING IS EVACUATED, ESTABLISH PERIMETER, AND CONTROL ACCESS TO THE AREA.
- 4) NOTIFY X.O. AND NEX OFFICER (SEE RECALL BILL).

II. ZONE # 2 **** TROUBLE ALARM ****

POSSIBLE FIRE ALARM SYSTEM MALFUNCTION. DURING NORMAL WORKING HOURS CONTACT THE BUILDING MANAGER (or occupant) TO VERIFY IF AN ACTUAL ALARM SITUATION EXISTS; AFTER NORMAL WORKING HOURS, HAVE FIRE AND SECURITY INVESTIGATE TO DETERMINE IF AN ACTUAL ALARM SITUATION EXISTS. IF AN ACTUAL ALARM SITUATION EXISTS FOLLOW PROCEDURES FOR **FIRE ALARM**. IF NOT, LOG THE TROUBLE CALL IN THE DECK LOG AND NOTIFY PUBLIC WORKS THE FOLLOWING WORKING DAY. IF CDO DETERMINES THE SPACE IS VITAL, A WATCH SHOULD BE ESTABLISHED TO PROVIDE MONITORING OF THE SPACE UNTIL PUBLIC WORKS IS ABLE TO CLEAR THE SYSTEM MALFUNCTION.

III. ZONE # 3 **** INTRUSION ALARM / NAVY EXCHANGE VAULT ****

Action(s):

- 1) CALL "911" FOR POLICE ASSISTANCE, REPORT:
"INTRUSION ALARM IN THE VAULT AT THE NAVY EXCHANGE, BLDG 39,
NAVY SUPPLY CORPS SCHOOL, REQUEST ASSISTANCE."
- 2) NOTIFY CDO, SECURITY OFFICER, & NEX OFFICER (SEE RECALL BILLS).
- 3) DISPATCH FIRE & SECURITY TO ESTABLISH PERIMETER, MAINTAIN OBSERVATION OF EXTERIOR OF THE BLDG (DO NOT ATTEMPT TO ENTER), AND CONTROL ACCESS TO AREA.
- 4) IF UPON RECEIPT OF NOTIFICATION BY PROPERLY IDENTIFIED NEX PERSONNEL (BY PRE-ESTABLISHED CODE) THAT THE ALARM WAS AN ACCIDENT, CANCEL REQUEST FOR ASSISTANCE BY POLICE AND NOTIFY ALL CONCERNED.
- 5) UPON RESOLUTION OF THE ALARM (EITHER BY POLICE OR NEX) HAVE NEX PERSONNEL RESET THE ALARM SYSTEM.

BUILDING / #: CHILD CARE CENTER / 40

BOX # 225

I. ZONE # 1 ** FIRE ALARM **

Action(s):

- 1) CALL FIRE DEPT @ "911". REPORT:
" FIRE AT CHILD CARE CENTER, BLDG 40, NAVY SUPPLY CORPS SCHOOL.
- 2) NOTIFY CDO
- 3) HAVE FIRE & SECURITY INSURE BUILDING IS EVACUATED, ESTABLISH PERIMETER, AND CONTROL ACCESS TO THE AREA.
- 4) NOTIFY X.O. AND CODE 30 (SEE RECALL BILL).

II. ZONE # 2 ** TROUBLE ALARM **

POSSIBLE FIRE ALARM SYSTEM MALFUNCTION. DURING NORMAL WORKING HOURS CONTACT THE BUILDING MANAGER (or occupant) TO VERIFY IF AN ACTUAL ALARM SITUATION EXISTS; AFTER NORMAL WORKING HOURS, HAVE FIRE AND SECURITY INVESTIGATE TO DETERMINE IF AN ACTUAL ALARM SITUATION EXISTS. IF AN ACTUAL ALARM SITUATION EXISTS FOLLOW PROCEDURES FOR **FIRE ALARM**. IF NOT, LOG THE TROUBLE CALL IN THE DECK LOG AND NOTIFY PUBLIC WORKS THE FOLLOWING WORKING DAY. IF CDO DETERMINES THE SPACE IS VITAL, A WATCH SHOULD BE ESTABLISHED TO PROVIDE MONITORING OF THE SPACE UNTIL PUBLIC WORKS IS ABLE TO CLEAR THE SYSTEM MALFUNCTION.

BUILDING / #: FAMILY HOUSING OFFICE / 212

BOX # 226

I. ZONE # 1 ** FIRE ALARM **

Action(s):

- 1) CALL FIRE DEPT @ "911". REPORT:
" FIRE AT FAMILY HOUSING OFFICE, BLDG 212, NAVY SUPPLY CORPS SCHOOL.
- 2) NOTIFY CDO
- 3) HAVE FIRE & SECURITY INSURE BUILDING IS EVACUATED, ESTABLISH PERIMETER, AND CONTROL ACCESS TO THE AREA.
- 4) NOTIFY X.O. AND CODE 50 (SEE RECALL BILL).

II. ZONE # 2 ** TROUBLE ALARM **

POSSIBLE FIRE ALARM SYSTEM MALFUNCTION. DURING NORMAL WORKING HOURS CONTACT THE BUILDING MANAGER (or occupant) TO VERIFY IF AN ACTUAL ALARM SITUATION EXISTS; AFTER NORMAL WORKING HOURS, HAVE FIRE AND SECURITY INVESTIGATE TO DETERMINE IF AN ACTUAL ALARM SITUATION EXISTS. IF AN ACTUAL ALARM SITUATION EXISTS FOLLOW PROCEDURES FOR **FIRE ALARM**. IF NOT, LOG THE TROUBLE CALL IN THE DECK LOG AND NOTIFY PUBLIC WORKS THE FOLLOWING WORKING DAY. IF CDO DETERMINES THE SPACE IS VITAL, A WATCH SHOULD BE ESTABLISHED TO PROVIDE MONITORING OF THE SPACE UNTIL PUBLIC WORKS IS ABLE TO CLEAR THE SYSTEM MALFUNCTION.

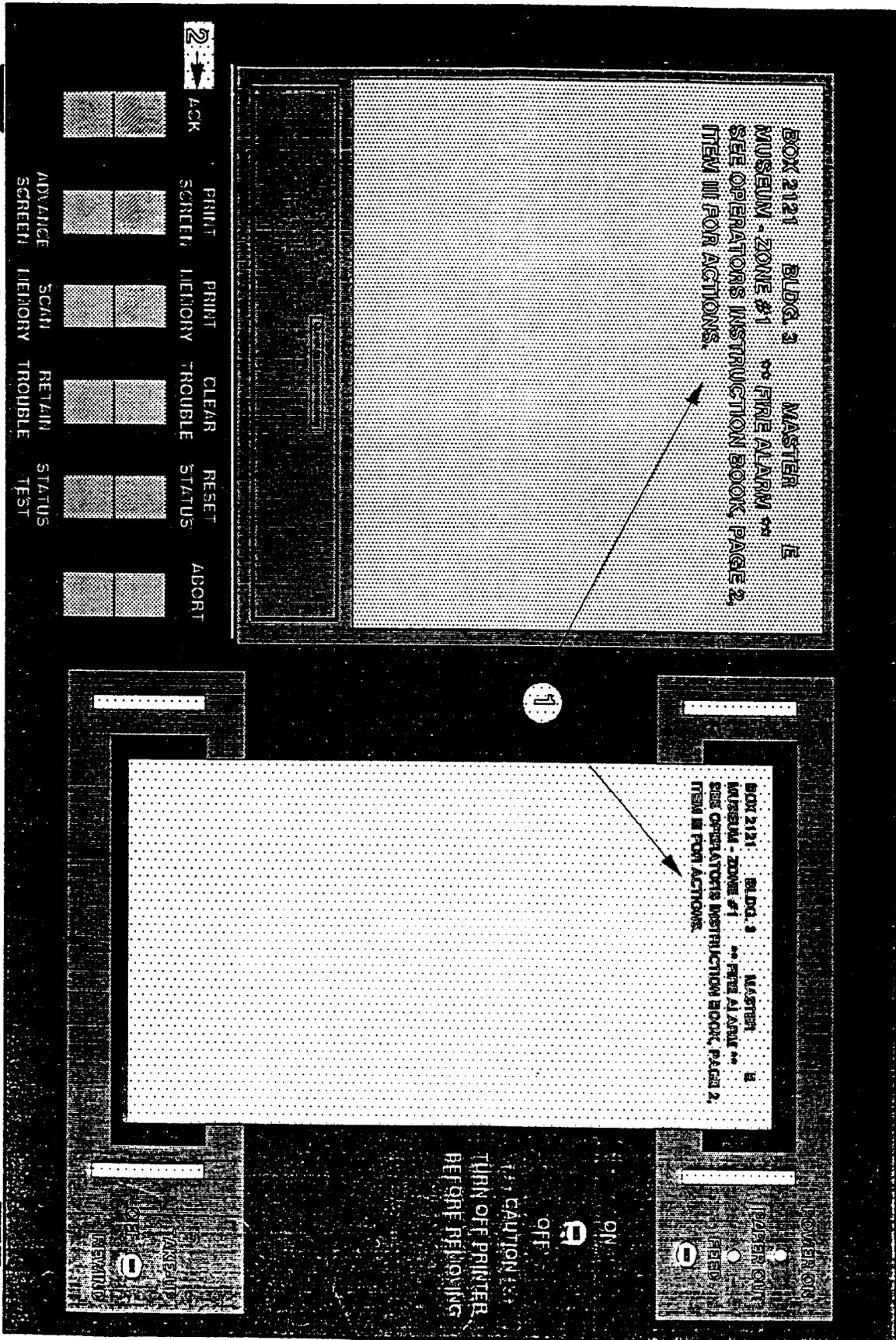


FIGURE 1

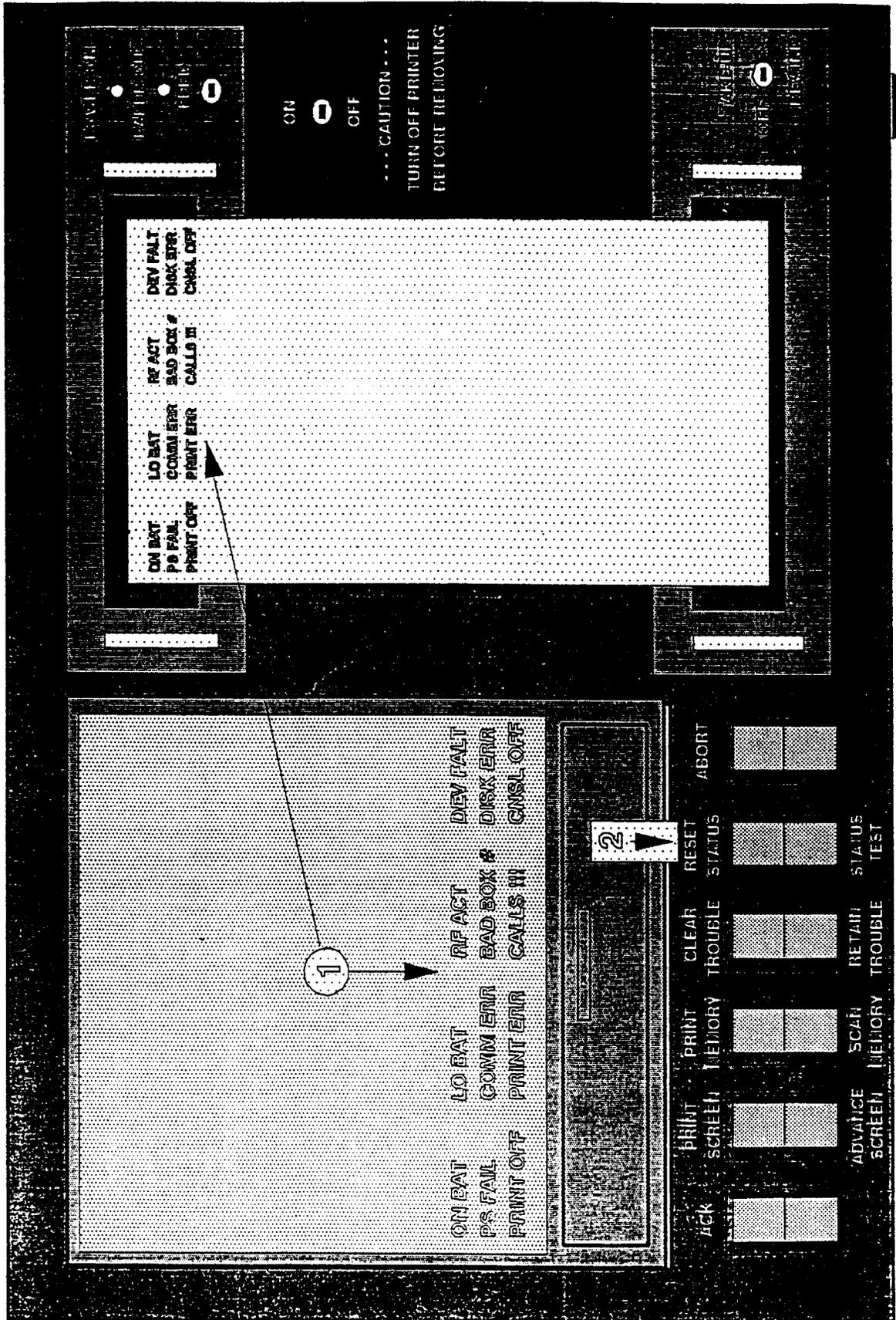


FIGURE 2

APPENDIX A

REFERENCES

- a. OPNAVINST 5510.1F DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM
REGULATION
- b. JOINT CHIEFS OF STAFF
(JCS) PUB 1
- c. OPNAVINST 5530.14B PHYSICAL SECURITY AND LOSS PREVENTION MANUAL
- d. NSCSINST 1626.1F REPORT AND RESTRAINT PROCEDURES: PROMULGATION OF
- e. NSCSINST 1000.1X INFORMATION FOR MILITARY PERSONNEL
- f. NSCSINST 1601.20T WATCHSTANDERS GUIDE
- g. NSCSINST 1601.23F STANDING ORDERS
- h. NSCSINST 5000.1R SUCCESSION TO COMMAND
- i. NSCSINST 8370.2 AUTHORIZATION, USE AND SECURING OF PRIVATELY
OWNED FIREARMS ONBOARD NSCS
- j. OPNAVINST 5530.14B PHYSICAL SECURITY AND LOSS PREVENTION MANUAL
- k. SECNAVINST 5500.29A USE OF FORCE BY PERSONNEL ENGAGED IN LAW
ENFORCEMENT AND SECURITY DUTIES
- l. SECNAVINST 5500.32A CARRYING OF FIREARMS BY PERSONNEL OF THE
DEPARTMENT OF THE NAVY
- m. NSCSINST 3140.1L PROCEDURES TO FOLLOW DURING A THUNDERSTORM
OR TORNADO WATCH, WARNING, OR STRIKE
- n. NSCSINST 3910.1C DISASTER PREPAREDNESS PROCEDURES
- o. NSCSINST 3141.1H HAZARDOUS WEATHER DISMISSAL POLICY
- p. NSCSINST 5050.1D OFFICIAL VISITORS TO NSCS
- q. OPNAVINST 5560.10B STANDARD PROCEDURES FOR REGISTRATION AND MARKING
OF NON-GOVERNMENT-OWNED MOTOR VEHICLES
- r. NSCSINST 11101.4 STRAY ANIMALS; ACTION TO BE TAKEN IN CASE OF
- s. NSCSINST 1710.4K PROCEDURES CONCERNING RECREATIONAL SERVICES

APPENDIX A

REFERENCES

- | | |
|--|---|
| t. NSCSINST 1740.1D | COMMERCIAL SOLICITATION AT NAVY SUPPLY CORPS SCHOOL: POLICY CONCERNING |
| u. NSCSINST 1746.4D | OFFICER'S CLUB BAR, ENLISTED CLUB BAR, CONSOLIDATED PACKAGE STORE, REFRIGERATED SPACES, AND PROVISION STOREROOMS: SECURITY OF |
| v. NSCSINST 1746.5J | ENLISTED CLUB; RULES AND REGULATIONS FOR OPERATING |
| w. NSCSINST 5340.1A | SOLICITATION FOR CONTRIBUTIONS TO CHARITABLE CAUSES AT NAVY SUPPLY CORPS SCHOOL; POLICY CONCERNING |
| x. NSCSINST 5510.7C | AUTHORITY TO ORDER SEARCHES AND SEIZURES |
| y. NSCSINST 5560.5J | MOTOR VEHICLE REGISTRATION, PARKING AND TRAFFIC REGULATIONS AND SUPERVISION |
| z. NSCSINST 5511.1E | SECURITY REGULATIONS FOR CLASSIFIED MATTER AND SAFE COMBINATIONS |
| aa. NSCSINST 5510.8D | NSCS CLASSIFIED MATERIAL EMERGENCY PLAN |
| ab. NSCSINST 5510.9C | CIVIL DISTURBANCES |
| ac. CNO WASHINGTON DC
081919Z APR 86 | TERRORIST THREAT CONDITIONS FOR COMBATTING TERRORISM |
| ad. JCS MEMO 5M-73-86
OF 5 FEB 86 (NOTAL) | |
| ae. NSCSINST 5530.4 | PHYSICAL SECURITY AND LOSS PREVENTION PROGRAM |
| af. NSCSINST 1540.3 | SECURITY EDUCATION AND TRAINING |
| ag. NSCSINST 5510.9C | CIVIL DISTURBANCES |