

FLEET TRAINING CENTER SAN DIEGO INSTRUCTION 5500.4A

Subj: PHYSICAL SECURITY PLAN

Encl: (1) Physical Security/Loss Prevention Plan

1. Purpose. To establish policy and promulgate enclosure(1) to meet the physical security requirements of references (a) through (i) listed in Appendix A.

2. Cancellation. FTCSINST 5500.4.

3. Discussion. The Physical Security Plan is part of the overall command security program. Physical Security addresses the means and measures to counter terrorism, safeguard personnel and protect property by preventing sabotage, wrongful destruction, malicious damage, theft, pilferage and other acts which could reduce the capability of the command to fulfill its primary mission.

4. Scope. This instruction addresses the responsibilities of personnel assigned to Fleet Training Center (FTC) and provides guidance in carrying out this plan.

5. Responsibility. Physical Security is the responsibility of all personnel assigned to FTC.

a. The Commanding Officer is responsible for the overall physical security of FTC.

b. The Security Officer is the designated representative of the Commanding Officer and is responsible for planning, implementation, enforcement and supervision of the Physical Security Program.

c. Department Heads/Special Assistants are responsible for ensuring that personnel within their departments comply with this instruction.

6. Applicability. This instruction is applicable to all FTC departments and personnel and sub-tenant commands who utilize FTC facilities.

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7. Forms and Reports. The forms and reports identified throughout this instruction are available through normal supply channels or from the security officer/security manager. Exhibits not available through supply channels are authorized for local reproduction.

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RECORD OF CHANGES

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FLEET TRAINING CENTER, SAN DIEGO
PHYSICAL SECURITY/LOSS PREVENTION PLAN

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CHAPTER 1
INTRODUCTION

100. GUIDANCE. This plan was prepared to serve as a "users" instruction focusing on how Fleet Training Center San Diego conducts day-to-day security and how personnel shall respond to security incidents. This physical security plan complements, rather than reiterates, the information contained in pertinent higher echelon physical security directives, thereby providing a completed foundation of guidance upon which the command's security actions are based. As such, this security plan cannot be used as a stand-alone directive, but must be used in concert with other pertinent directives to achieve the most effective security posture from available resources.

101. REFERENCES. Where relevant security information is already provided in another source document and is directly applicable to the security activities of this command, such information will only be cited by reference to the source document including the chapter, section and paragraph. In such instances it will be necessary to review the cited reference for its direct application to command activities. A listing of the references cited in this plan is provided as Appendix A. A copy of this instruction and the FTC Watchstander's Manual will be maintained on the Quarterdeck in the Watchstander's Reference Guide. These references will be inventoried daily upon assumption of the watch. A bibliography of additional security oriented material is provided in Appendix II of reference (a). Most of this material is held by the Security Officer and is available for reference.

102. GEOGRAPHICAL DATA. FTC consists of approximately 10 land acres on the "dry side" of Naval Station San Diego, a boiler lab in Bldg. 76 on Naval Station's Awet side, offices and labs in Bldg. 678 at Naval Base, North Island, San Diego, training facilities in Bldgs. 82 and 54 at Fleet ASW Base, San Diego and two afloat assets. A map of the FTC campus is provided in Appendix C.

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CHAPTER 2
PHYSICAL SECURITY PROGRAM

200. GENERAL. The Commanding Officer, Fleet Training Center, is responsible for the physical security of the command, for appointing a Security Officer and for establishing and maintaining a physical security and loss prevention program. Because FTC is a tenant command, certain security functions are provided by Naval Station, San Diego. These functions are described in references (b) and (c).

201. SECURITY AREA DESIGNATIONS. Those areas within the command designated below are considered restricted areas. Department Heads will establish and maintain the minimum security measures outlined in reference (a), Chapter 3, Paragraph 0306c for restricted areas within their departments.

	<u>RESTRICTED AREA</u>	<u>LEVEL</u>	<u>DEPT</u>	<u>SPACE</u>
a.	Bldg 3290, Rm 413	3	N253	SAS/CMS VAULT
b.	Bldg 3382, Rm 310	1	N74	HOTTS LAB
c.	Bldg 3382, Rm 311	1	N74	HOTTS LAB
d.	Bldg 3382, Rm 301A/B	1	N74	HARPOON MAINT LAB
e.	Bldg 3382, Rm 109	1	N74	PUB LIBRARY
f.	Bldg 3281, Rm 1W3	1	N74	SM ARMS CONTAINER
g.	Bldg 3281, Rm 1E16	1	N74	ARMORY
h.	Bldg 3281, Rm 4W16	1	N74	CIWS SUPPORT OFFICE
i.	Bldg 3285	1	N74	SM ARMS MAGAZINE
j.	Bldg 3143, Rm 131	1	N76	VAULT

Total ten areas and no others.

202. DISASTER PREPAREDNESS. Reference (d) provides guidance in the case of any major disasters, including bomb threats, terrorist, hostage and sniper situations, civil disturbances, aircraft mishaps and natural disasters.

203. LOSS PREVENTION PLAN. The Loss Prevention Program at FTC provides measures to safeguard and prevent the loss of supplies, equipment and material. The Loss Prevention Program at FTC will be governed by all applicable provisions provided in reference (a) Chapter 3. Department Heads may further supplement or amplify the loss prevention measures herein but may not lessen them. All offices and classrooms that contain pilferable material will be locked when not in use. Security checklist (figure 2-1) will be used on a daily basis during final lockup of spaces containing classified material. Department Heads are responsible for ensuring security checklists are used by their personnel during lock up.

204. ACCESS CONTROL MEASURES. The security measures employed at FTC are in proportion to the assessed threats and vulnerabilities and take into consideration the available resources and benefit gained versus the negative impact on mission accomplishment. The following access control measures apply at FTC:

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a. All active duty military personnel and their dependents are authorized access to FTC while on official business or attending command sponsored functions (retirement ceremonies, etc.)

b. Civilian employees of FTC in possession of NAVSTA Installation Identification Card are authorized access during the normal course of their employment.

c. Guests of personnel attached to FTC are allowed on board when escorted by their host.

d. Federal, state and local government officials are allowed on board when on official business. They should be escorted throughout their visit.

e. Contractor personnel, Public Works personnel and other maintenance personnel are allowed on board to conduct business or repairs, but must have in their possession proper identification stating the organization they represent.

f. Vendors are authorized access to buildings during the hours of 0700-1600.

g. Ingress/egress to specific FTC buildings may vary. Specific policies for different departments will be approved by the Commanding Officer.

h. All personnel admitted access to FTC, upon arrival and departure, are subject to inspection of hand carried items for contraband.

205. SECURITY OF DOCK-SIDE UNDERWAY SIMULATOR (DUS) BARGE YC 1495. YC 1495 is the platform for the Dockside Underway Simulator (DUS). The barge is also equipped with several storage boxes which contain miscellaneous support equipment and tools. Locks are installed on all boxes to ensure security of the contents when not in use. The barge will normally be berthed at Pier 14.

a. Responsibility. During working hours, the Seamanship Training Division Officer will be responsible for the security of the barge and its contents. After working hours, the Command Duty Officer (CDO) will assume this responsibility.

b. Action.

(1) The Seamanship Training Division Officer will:

(a) Ensure all portable equipment and tools are stowed and locked when the barge is unattended.

(b) Ensure the barge is moored to the pier/ship in a secure manner and that additional mooring lines are readily available for use in heavy weather and unusual tidal conditions.

(c) Keep the Quarterdeck informed of the barge's location.

(2) The Officer of the Day (OOD) will inspect the barge every four hours when making rounds and should ensure that:

(a) All portable equipment and tool storage boxes are locked and that no equipment or tools are adrift.

(b) Mooring lines appear to be adequate for existing and anticipated weather conditions. Mooring lines must have enough slack in them to preclude the weight of the barge from being transferred to the lines at low tide. Two spare mooring lines are available in the line locker on the barge; the key is located in the key box in Building 3290, Room 214. The key to Room 214 is located on the Quarterdeck.

(c) A log entry regarding the security of the barge and draft reading is made in the OOD Log.

(d) If anything appears to be out of the ordinary and cannot be rectified immediately, the OOD shall contact the CDO. In the event the CDO needs assistance, he should contact the Seamanship Training Division Officer or any member of that division.

(3) The Message Center will route all messages forecasting heavy weather to the Seamanship Training Division Officer, Operations Training Department Head and CDO.

(4) The Quarterdeck Watch will keep the location of YC 1495 posted on the Duty Section Task Board in Building 3290.

(5) At least one yard tug is on duty 24 hours a day in the event that the barge should break loose or should need to be repositioned. The Port Services number is 556-1433. When the barge is alongside a ship for training, the ship will assume ultimate responsibility for proper mooring and fendering of the barge. The ship is responsible for notifying the FTC Quarterdeck Watch hourly during non-working hours on the condition of the barge.

206. SECURITY OF EX-ELK RIVER. ELK RIVER is the former LSMR now being used as the training platform for the Shipboard Security Engagement Tactics (SSET) Course. It also supports SSET training, VBSS (Visit Board Search and Seizure) training, Military Working Dog team training, Explosive Ordnance Disposal training, and SEAL training. Locks are installed on all doors, hatches and scuttles to prevent unauthorized access which may hazard the intruder or the craft. The craft is normally berthed at Pier 14 at NAVSTA, San Diego.

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a. Responsibility

(1) During working hours the Security Forces Training Division Officer (Code N744) will be responsible for the security of the craft and its contents. After working hours the CDO will assume this responsibility.

(2) At the conclusion of training evolutions on board ELK RIVER, the class coordinator will be responsible for ensuring all locks, doors/hatches, shuttles and portholes are secured.

b. Action

(1) The Security Forces Training Division Officer will:

(a) Ensure the craft is secured properly to the pier.

(b) Ensure all portable equipment is secured and doors/hatches are locked. Inform the CDO when the craft has been secured for the day.

(c) Ensure the craft is moored to the pier in a secure manner (mooring lines doubled) and that additional mooring lines are readily available for use in heavy weather and unusual tidal conditions.

(d) Keep the Quarterdeck informed of the craft's location.

(e) Ensure no flammable liquids are left unattended or stowed on board.

(2) The OOD will inspect the craft, every four hours, when making rounds to ensure that:

(a) Mooring lines appear to be adequate for existing and anticipated heavy weather conditions. Mooring lines must have enough slack in them to preclude the weight of the craft from being transferred to the lines at low tide.

(b) The craft is properly afloat. FWD and AFT draft readings will be taken during inspections/rounds and findings will be recorded in the FTC's Quarterdeck Log. If the draft is above the "7" marking AFT, notify the Head, Weapons Training Department and Security Forces Training Division Officer.

(c) If anything appears to be out of the ordinary and cannot be rectified immediately, the OOD shall contact the CDO. In the event the CDO needs assistance, they should contact the Head, Weapons Training Department, the Security Forces Training Division Officer or any member of the N744 Division if the Department Head or Division Officer cannot be located and notified.

(3) The Message Center will route all messages forecasting heavy weather to the Head, Weapons Training Department and the Security Forces Training Division Officer.

(4) The Quarterdeck Watch will keep the location and any intended movement of ELK RIVER posted on the Duty Section Task Board in Building 3290.

(5) At least one yard tug is on duty 24 hours a day in the event that the craft should break loose or should need to be repositioned. The Port Services number is 532-4139. The Naval Station Oil Recovery Unit at 556-8006 and Waterfront Operations Office at 556-3138 are manned 24 hours a day to respond to fire/flooding/dewatering situations. In the event of a fire or flooding emergency, call the Fire Department at 9-911, Port Services, and Waterfront Operations. Additionally, assistance may be requested from the rescue and assistance teams of local ships on the nearest pier. Also notify the NAVSTA OOD 556-1246 and FTC Commanding Officer/Executive Officer.

c. The ELK RIVER will not be moved or relocated without permission of the Commanding Officer.

207. INTRUSION DETECTION SYSTEM. Intrusion Detection Systems (IDS) are installed on buildings 3281 and 3382. Activation alarms sound on each building's quarterdeck and at the central dispatch station. Naval Station Police will respond to an IDS alarm within five minutes. During normal working hours, operation of the IDS is the responsibility of Bldg 3281 and 3382 quarterdeck watches. Discrepancies with the IDS will be reported to the Head, Weapons Training Department, Security Officer and Facilities Department Head. If either system is malfunctioning, a 24-hr security watch will be set in the affected building.

208. KEY AND LOCK CONTROL.

a. FTC has established a strict Key and Lock Control Program as directed by reference (a). Included within this program are all keys, locks, padlocks and locking devices used to protect or secure restricted areas and activity perimeters, security facilities, critical assets, classified material and sensitive materials and supplies. Not included in this program are keys, locks and padlocks for convenience, privacy, administrative or personal use. The Security Officer is the final approval authority for the purchase of any security padlock or lock. Forms and letters listed in Appendix B shall be used as part of managing the Key and Lock Control Program.

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b. In the event of lost, misplaced or stolen keys to a sensitive or controlled space, the affected locks or cores of locks shall be replaced immediately. The Key Control Officer and Security Officer will be notified immediately by telephone. This action will be followed up in writing by the Key Custodian/Subcustodian in the event of lost, misplaced, or stolen keys of high and medium security locking devices. The report will include as a minimum, who lost/misplaced the key, the last time the key was in the custodian's possession, materials the lock protects and any possibility of compromise of those materials.

c. Each key custodian and subcustodian must develop and maintain a system showing continuous accountability of keys. Accountability will be maintained by records, key cards and key control registers.

d. Keys, duplicate keys, and padlocks shall be secured in containers of at least 20-gauge steel, or material of equivalent strength, and equipped with a secondary padlock or a General Services Administration (GSA) approved, three-position, changeable combination lock. Keys to arms storage buildings, rooms, racks, or containers may not be removed from FTC. Arms, ammunition and explosives (AA&E) keys will be maintained separately from other keys and will only be accessible to those personnel whose official duties require access to them and are on an approved access list signed by the Commanding Officer. Access to the key box must be controlled and the box must be locked when not in use.

209. TERRORISM THREATCON PROCEDURES.

a. Reference (a), paragraph 0212b, stipulates when and how the declaration of a THREATCON and implementation of measures may be decreed by a U.S. command or agency or by a local commanding officer or head of an agency. Official notification of a declaration or change of a THREATCON decreed from outside the command will be received by Naval message; more timely notification may be provided by telephone.

b. The declaration of a THREATCON and implementation of measures may be decreed by a U.S. command or agency or by a local commanding officer or head of an agency following receipt of intelligence through official sources or following an anonymous threat message.

(1) THREATCONS. Upon receipt and verification of a declaration of a change in the terrorist threatcon condition, FTC will implement applicable measures as directed in reference (a). Those measures listed below are specific to FTC and will also be implemented immediately upon the setting of a THREATCON condition as directed by the Commanding Officer, Executive Officer or Security Officer.

(a) THREATCON ALPHA. A general warning of possible terrorist activity, the nature and extent of which are unpredictable, where circumstances do not justify full implementation of the measures contained in THREATCON BRAVO. However, it may be necessary to implement selected measures from THREATCON BRAVO. The measures in this threat condition must be capable of being maintained indefinitely.

A-1 - CDO/OOD rounds are to include physical walk throughs of the Weapons and Firefighting compounds in addition to the entire FTC area to ensure total familiarity with Anormal" conditions. Duty Section rounds will be increased to every two hours. Randomize the times during which rounds are performed.

A-1 - Move CO's, XO=s and DOT=s cars to the Gunline.

A-2 - Validate all recall bills.

(b) THREATCON BRAVO. This condition is declared when there is an increased and more predictable threat of terrorist activity even though no particular target is identified. The measures of 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. In addition to implementing those measures specified in THREATCON ALPHA:

B-1 - Set 24 hr building watches in all FTC school buildings (if not already set).

B-2 - Augment duty watch section with one additional SDO. Watch teams to consist of CDO, OOD, one PO1 SDO, and two other SDOs.

B-3 - CDO remains on station.

B-4 - Duty section rounds will be conducted by the CDO or OOD and the junior SDO. Either the CDO or the OOD will remain on the Quarterdeck at all times. Increase these rounds to hourly.

B-5 - Search all hand carried items, e.g. purses, briefcases, boxes, backpacks, etc., entering any FTC building or compound. Require personnel wearing coats/jackets to open their coat/jacket. DO NOT physically search any person.

B-6 - Initiate 100% I.D. card check of all personnel entering any FTC building or compound.

B-7 -Minimize the numbers of entrances/exits available in all FTC buildings.

(c) THREATCON CHARLIE. This condition is declared when an incident occurs or when intelligence is received indicating that some form of terrorist action against the installation or personnel is imminent. Implementation of this measure for more than short periods will probably create hardship and will affect the peacetime activities of the installation and its personnel. In addition to implementing those measures specified in THREATCON ALPHA and BRAVO:

C-1 - Cancel all classes and activities.

C-2 - Dismiss all personnel. Ensure personnel empowered to implement recall bills have required recall lists.

C-3 - Augment Quarterdeck with one officer to assume Senior CDO.

C-4 - No visitors allowed except those authorized by the CO or XO.

C-5 - Increase duty watch sections rounds to a continuous circuit to be conducted by the Junior CDO, alternating with OOD, and an SDO.

C-6 - Remove all cars from the horseshoe behind Buildings 3290, 3280, 3292 and 3382.

C-7 - Remove all front row cars from the parking lot in front of Building 3290.

(d) THREATCON DELTA. A terrorist attack has occurred or intelligence has been received that terrorist action against a specific location is likely. Normally, this THREATCON is declared as a localized warning.

D-1 - Implement FTC THREATCON Measures B2 and C-1 through C-3, if not previously implemented.

210. SECURITY TRAINING. The command's security training program serves to ensure that all assigned personnel are educated, involved and providing aid to the command's physical security, law enforcement, loss prevention and classified information programs. The Security Officer will develop, maintain and administer the command security training program using the guidance provided in Chapter 9 of reference (a).

211. AIS SECURITY. Reference (e) provides guidance on the command's AIS Security Program. This instruction is the responsibility of the AIS Security Officer.

212. WEAPONS AND SMALL ARMS SECURITY. Weapons, small arms and ammunition are held in Building 3281 Rooms 1W3 and 1E16. Ammunition is held in the magazine on the Gun Line. Reference (f) provides guidance for proper weapons, small arms and ammunition security procedures and requirements.

213. SECURITY DEFICIENCIES. When command security actions are not in compliance with requirements of this plan or any other applicable security directive, any person having knowledge of such noncompliance will report the discrepancy directly to an individual authorized to take decisive action to maintain the integrity of the command's security posture. During routine operating hours, such authority would be the Department Head, Security Officer, Security Manager, Executive Officer or Commanding Officer. Outside of routine operating hours, such authority would be the OOD and CDO. Responsible Department Heads, together with the Security Officer/ Security Manager, will keep the Commanding Officer advised, via the Executive Officer, regarding all security deficiencies and required corrective action and compensatory measures.

214. LEGAL JURISDICTION AND THE AUTHORITY OF SECURITY/CIVILIAN LAW ENFORCEMENT PERSONNEL. The entire FTC complex falls under concurrent legislative jurisdiction. The NAVSTA Commanding Officer will provide security assistance as requested. Further, pursuant to concurrent legislative jurisdiction, state law enforcement authorities will exercise their state statutory police powers within NAVSTA upon request from proper military authority.

215. COOPERATION WITH CIVILIAN LAW ENFORCEMENT OFFICIALS. All requests for cooperation and/or assistance from civilian law enforcement officials will be expeditiously relayed to the Commanding Officer for approval or disapproval. This approval authority may not be subdelegated. The Security Officer and Legal Officer will be expeditiously informed of such requests and should provide advice and recommendations to the Commanding Officer. All support provided to civilian law enforcement efforts by Department of the Navy (DON) activities shall be in accordance with reference (g).

216. VEHICLE IDENTIFICATION AND MOVEMENT CONTROL. FTC personnel will adhere to NAVSTA vehicle identification and movement regulations contained in reference (h). Reference (i) governs the administration of FTC reserved parking. Any vehicles parked within the FTC complex in violation of the reserved parking designation are subject to receipt of parking violation. A staff parking plan and roster of staff vehicles will be maintained by the MAA and available to the duty section watch team. Private vehicles owned by staff members will have FTC identification stickers affixed on windshield above the base sticker. Security and duty section watch personnel will inspect parking areas at periodic and irregular intervals throughout the day and night for unauthorized vehicles.

217. DUTY SECTION PHYSICAL SECURITY INSPECTION PROCEDURES.

a. Buildings/Spaces Structures

(1) Each Department will designate an individual to be responsible for properly locking-up all FTC buildings. This individual will ensure all spaces are secured after all personnel have left for the next day. A joint lock-up inspection will be conducted on all interior and exterior doors in each building by the departmental representative and the staff duty officer or other member of the Bldg. 3290 watch team.

(2) A CDO inspection of all spaces within Building 3290, the exterior of all outlying buildings, the DUS Barge, ELK RIVER and the Boiler Lab in Bldg. 56 will be conducted at or about 1700 on each working day as directed by reference (k). On weekends and holidays the inspection will be made at 0800 upon assuming the watch. An OOD/SDO inspection will be conducted every four hours throughout the night and throughout the day on weekends and holidays. These inspections shall ensure:

(a) All exits from Building 3290, except Quarterdeck area doors, are secured.

(b) All applicable spaces within Building 3290 are locked.

(c) Compliance with all energy conservation procedures.

(d) All windows appear closed from the outside.

(e) If a room is found open and a container for classified material is found unlocked and there are no responsible personnel present, the CDO/OOD will immediately post a guard. If the OOD/CDO is the only person on the scene, he will not leave the container but stay and guard it until he is found. In all cases, call the Department Head and senior custodian for the container and require them to return to the space immediately to secure the material in question and determine if a compromise has occurred. Upon completion of a joint inventory by the Department Head and senior custodian, a preliminary report will be made immediately to the CDO, Executive Officer, and Security Manager as to the open container, the results of the inventory and exact nature and description of any missing items (if applicable). Security Container Check Sheet Form SF702 should be on the outside of each security container. Security container Information form SF700 should be on the inside of each security container.

(3) Each building will be opened up by the Bldg. 3290 watch upon arrival of the first department representative for that building.

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(4) Proper lock-up of facilities located on Naval Air Station North Island (Tomahawk Training Division) and the Anti-Submarine Warfare Base (MS School) is the responsibility of departmental personnel. After hours security of these facilities falls under the jurisdiction of those base's Security Departments. FTC CDOs/OODs will not be required to inspect those spaces during normal rounds.

218. TERRORIST INCIDENT/HOSTAGE SITUATION. Primary responsibility for resolution of a hostage situation within FTC rests with Commanding Officer, NAVSTA San Diego. Upon becoming aware of a hostage or terrorist incident staff personnel shall notify the chain-of-command in as inconspicuous a manner as possible. Building 3290 watchstanders will notify Navsta Security immediately at 556-5555.

CHAPTER 3
BOMB INCIDENT PROCEDURES

300. PURPOSE. To promulgate command policy and procedures to be used by FTC personnel in the event of a bomb threat involving FTC.

301. RECEIPT OF A THREAT. The person receiving a bomb threat call will record the call in detail using the Telephonic Threat Complaint (OPNAV 5527/8) provided as Attachment A to this chapter. If the threat is received in writing or another media, protect the message from further handling and retain all associated materials (wrapping paper, envelopes, etc.) which can be used to obtain fingerprints or other information useful in identifying the sender. A written warning about an explosive device may also be received and should never be ignored.

a. Upon receipt of a bomb threat via telephone the following procedures apply:

(1) Keep the caller on the phone as long as possible, ask them to repeat the message and record each word said as accurately as possible.

(2) Summon assistance to allow more than one person to monitor the call, record information, or have the call traced or recorded.

(3) Obtain as much information as possible about the bomb (e.g. where it is located, what does it look like, what type of explosives are used in it, when will it explode, etc.?) and about the caller (why was the bomb set, where the caller is located, who they are, etc.?)

(4) Remain calm and courteous at all times. Encourage the caller to talk. Ask questions which lead the caller to reveal information (e.g. "And did you say the bomb will go off before 1 p.m.?") about the location and time of detonation.

(5) Advise the caller that the building is occupied and that innocent persons may be killed. In cases where the caller wished to avoid injuries, he may provide additional information about the bomb.

(6) Pay attention to details of the call. Background noises such as motors, music, airport announcements, traffic, etc. and may give an indication of the location of the caller. Also listen to the voice and its characteristics (male or female), speech impediments, voice quality (calm, agitated, deep, resonant, etc.) and accents.

(7) Do not hang up the phone even if the caller breaks the connection, it may still be possible to trace the call if it originated on base.

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b. Upon receipt of a written threat or completion of the telephone call conveying a threat, the following shall be accomplished expeditiously:

(1) Notify the following individuals and commands:

NAVSTA Security (6-5555)
FTC Chain of Command (including CO, XO, Security Officer, CDO, OOD, CMAA, all affected DH).

(2) If the caller indicates that the threat is targeted against a command/location other than FTC, that command shall be notified first. If there is a delay in locating the appropriate telephone number, contact the duty officer at the base on which the threatened command is located.

(3) The CDO will immediately commence initiation of an appropriate special incident report.

c. If a suspected explosive device is discovered on FTC the following procedures should be followed:

(1) No personnel should touch or examine the device. Alert personnel in the area and attempt to determine if the device is their personal property and not an explosive device. Immediately notify the Bldg 3290 quarterdeck, CMAA, and Security officer.

(2) If unable to determine owner or contents of the device, immediately evacuate the area and contact Naval Station Security at 556-5555. The caller will be required to provide the dispatcher with a description and exact location of the device.

(3) NAVSTA Security will respond and establish a perimeter 300 feet away from the device, notify EOD personnel, NCIS, Federal Fire Dept. and Medical.

(4) If ordered, personnel will evacuate the building through the nearest exit or as directed by emergency response/security personnel.

(5) Per EOD bomb threat procedures, all personnel in buildings or areas within 300 feet of the device will evacuate the area prior to arrival of EOD personnel. When EOD personnel arrive on scene, they will evaluate and process the device for further disposition.

(6) A military working dog team will not be utilized to evaluate the contents of suspected devices that have already been located. Should a telephonic bomb threat be received without a specific location of a suspected bomb in a building or area, a military working dog and key personnel familiar with the threatened areas will be utilized in an effort to locate the suspected bomb/device.

(7) EOD personnel will not participate in a search for a suspected device, nor will they respond to evaluate a suspicious object if the area has not been evacuated.

302. BOMB SEARCH PROCEDURES.

a. Once the building(s) has been evacuated, personnel will reenter the building(s) only as part of the bomb search effort. It is the responsibility of FTC to conduct a thorough search of all command spaces to determine if an explosive device has been introduced into the command. Experience has shown that building occupants, organized into trained search teams, are best qualified to search and inspect areas of the building to identify objects which are out of place or considered inappropriate for a particular area. Persons who participate in the actual bomb search of the building(s) are required to follow these procedures when conducting a search. Once a suspicious object is located, PERSONNEL MUST NOT TOUCH, EXAMINE OR ENDEAVOR TO MOVE the object. Further investigation of suspected objects is the responsibility of qualified EOD personnel.

b. Search teams will be composed of relatively senior personnel who are familiar with the area to be searched. The senior person present in each department shall assign search team responsibilities to available personnel. Remaining personnel shall be organized into search groups to cover the areas outside the building, including the roof and vehicles.

303. BOMB SEARCH TECHNIQUE.

a. The following bomb search technique is based upon the use of two persons working as a team in each space to be searched. Variations of the following techniques may be adopted as the situation dictates; however, the goal of a thorough and complete search of the assigned area must not be compromised in any manner.

b. Upon entering the room to be searched, the team members will move to the various major portions of the space and listen to establish the level of background noise for any clockwork-like sounds. Familiarity with the level of background noise will help differentiate between normal building sounds (air conditioning, heating and plumbing systems, and other dynamic equipment) and sounds which are not "normal". (Secure above equipment if possible). Sounds are easily transmitted from one part of a building to another and may become particularly alarming when the building is vacant and the noise generated by the normal building routine to which occupants are accustomed, is removed. Background noises such as rain, traffic or wind may also hamper this effort to identify and locate noises and sources of noises as suspect.

c. When a room search is completed and no evidence of a bomb is found, the team leader will place a sign on the door(s) of the room with the following words: SEARCH COMPLETED. TIME: BY:.. This sign will indicate that a room/area has been cleared by the team.

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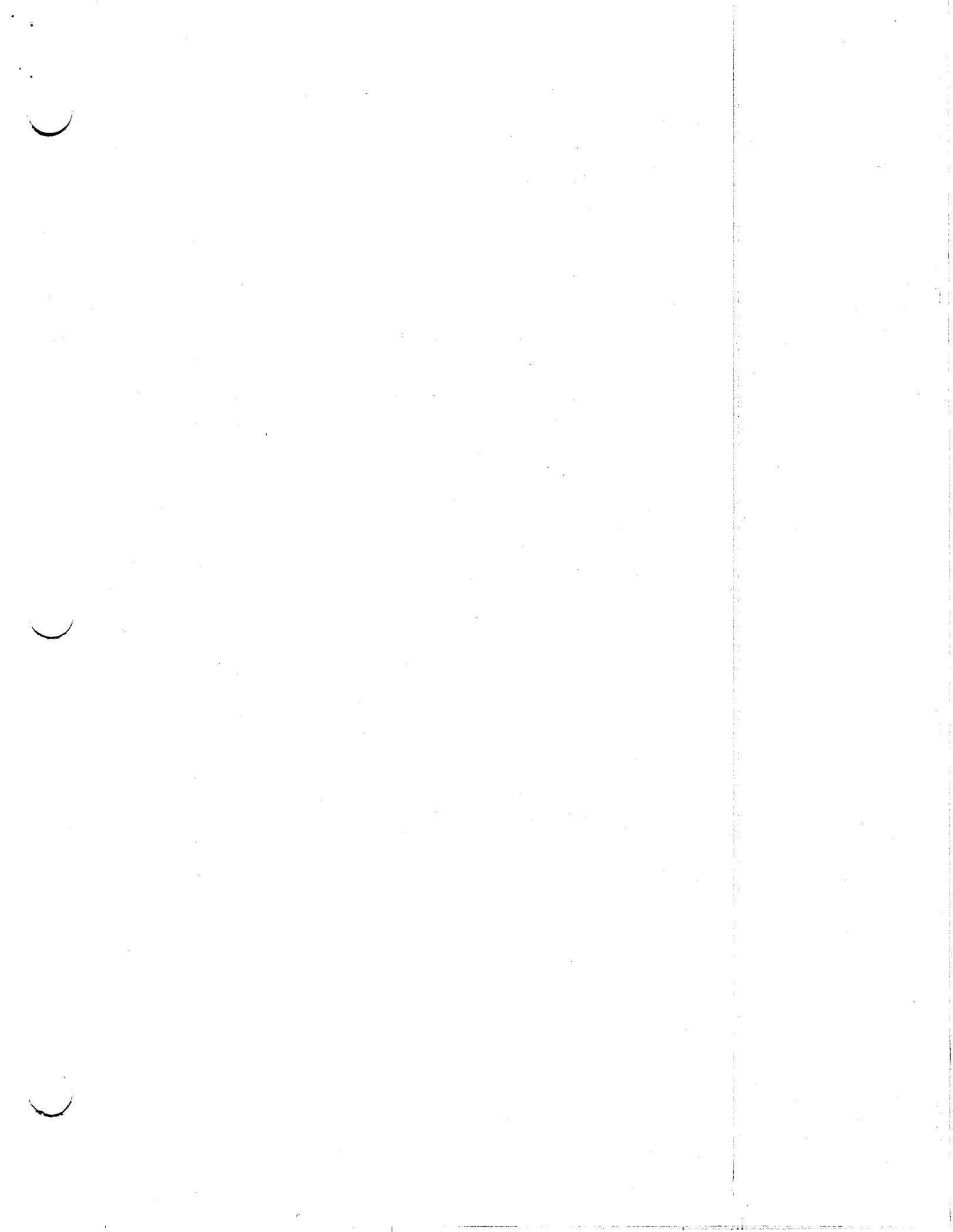
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d. Upon completion of the search of the facility and determination by competent authority that the building is safe to reenter, the Senior Officer will order the building reoccupied.

e. Whenever personnel suspect that a letter or package contains an explosive device they shall:

(1) Notify the Senior Officer present. Opening or tampering with suspected letter or package should be undertaken only by an expert. Therefore, all personnel will be cleared from the immediately affected area and shall not endeavor to open or tamper with the package. Immersion in water should not be done since this may cause loss of strength of the packing material and may result in an activation of spring-loaded or electrical devices which detonate the bomb.

(2) AVOID HANDLING OR MOVEMENT OF THE SUSPICIOUS ITEM.



APPENDIX A
REFERENCES

(a) OPNAVINST 5530.14B, Subj: Physical Security and Loss Prevention Manual

(b) NAVSTA SDIEGO Support Agreement N00245-82021-017, Subj: Host/Tenant Support Agreement between NAVSTA SDIEGO and FTC SDIEGO

(c) NAVSTASDINST 5530.6B, Subj: Physical Security and Loss Prevention Program

(d) NAVSTASDINST 3440.3G, Subj: Naval Station San Diego Disaster Preparedness Manual

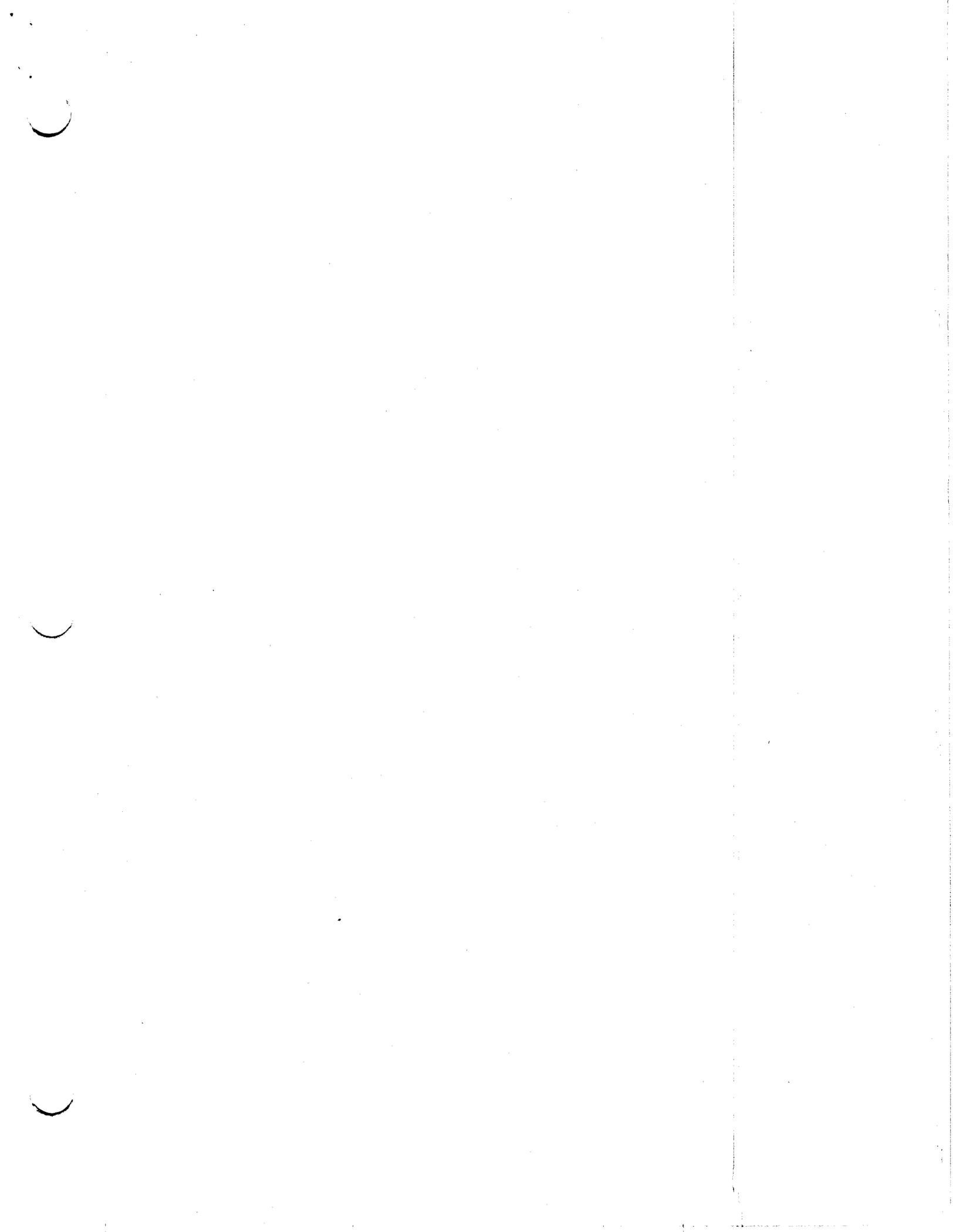
(e) FTCINST 5239.2, Subj: Security of Automated Information Systems (AIS)

(f) OPNAVINST 5530.13, Subj: Department of the Navy Physical Security Instruction for Sensitive Arms, Ammunition and Explosives (AA&E)

(g) SECNAVINST 5820.7B, Subj: Cooperation with Civilian Law Enforcement Officials

(h) NAVSTASDINST 5560.5E, Subj: Regulations for Entering/Departing Naval Station San Diego and for Movement Thereon

(i) FTCSDINST 5560.1C, Subj: Fleet Training Center (FTC) Reserved Parking



APPENDIX B
FORMS AND REPORTS

FORMS

Forms # Nomenclature

OPNAV 5527/8	Telephonic Threat Complaint
FTC 5530/2	Security Checklist for Room Containing Classified Material
FTC 5530/4	FTC Outlying Building Checklist
FTC 5530/6	FTC Building 3290 Checkoff List
FTC 5530/7	Alphabetical Key Inventory
FTC 5530/8A	Numerical Key Inventory
FTC 5530/9	Keyholder Key Record
FTC 5530/10	Lost Key Report
FTC 5530/12	Key Issue Record

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LOST KEY REPORT

FROM: (CUSTODIAL DEP/DIV)	TO: KEY CONTROL OFFICER	VIA: DEPARTMENT HEAD	DATE
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COMPLETE KEY NO.	TYPE:	BUILDING NO. (Lock location)
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DESCRIPTION (Space or material controlled by lost key)

DEPARTMENT CUSTODIAN	KEY HOLDER
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EXPLANATION OF LOSS

ACTION TAKE (To be Completed by Department)

DISCIPLINARY ACTION (If any)

CORRECTIVE ACTION TAKEN OR RECOMMENDED (Specify)

SIGNATURE (Department Head)

FROM KEY CONTROL OFFICER	TO COMMANDING OFFICER	VIA SECURITY OFFICER	DATE
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1. CONTENTS NOTED; RECOMMEND:

a. Replacement of: Lock ____ Sub-Master System ____ Master System ____
 Replacement of Key Only ____ Key be Dropped from Accountability ____
 Key Series be Withdrawn ____ Other _____

2. REMARKS

SIGNATURE (Key Control Officer)

FROM COMMANDING OFFICER	TO KEY CONTROL OFFICER	VIA SECURITY OFFICER	DATE
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_____ Approved _____ Disapproved

FROM KEY CONTROL OFFICER	TO DEPARTMENTAL CUSTODIAN	VIA DEPARTMENT HEAD	DATE
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1. Take Action Indicated Above.
 2. Return Signed Copy When Complete.

SIGNATURE

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KEY ISSUE RECORD

DATE: _____

MEMORANDUM FOR THE _____ KEY CUSTODIAN/SUBCUSTODIAN
DEPT/DIV/BLDG

Subj: KEY ISSUANCE ICO _____
LAST, FIRST MI, RANK/RATE/SSN

Ref: (a) FLETRACENSDINST 5500.4 Series

1. Request the following key(s) be issued to the above named individual:

<u>Key # (s)</u>	<u>Room #</u>	<u>Room Function</u>	<u>Type of Issue</u>	<u>Period of Issue</u>
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Type of Issue: T=Temporary P=Permanent
Period of Issue: T=authorized time period P=PRD/EAOS

Respectively,

NOTE: Commanding Officer, Executive Officer, Special Assistants, or Department Heads are the only authorized signatures for key issuance.

DATE: _____

I, _____ understand the key(s) issued to me provide access to the space(s) listed above. Additionally, I have read and understand the Key and Lock Control Program outlined in reference (a). I understand I will be held responsible for:

a. Immediate notification to the Key Custodian should I lose/misplace the key(s) assigned to me.

b. Return of the key(a) upon PCS transfer or reassignment within FTC.

c. Ensuring the spaces opened by the key(s) assigned to me are locked/secured if I am the last person departing the space.

d. Key(s) in my possession are property of the U.S. Government and are not authorized to be duplicated. The key(s) must remain in my possession at all times.

Acknowledged

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KEY HOLDER KEY RECORD

NAME OF KEYHOLDER	CODE	EXT.	BLDG	ROOM
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The holder of keys listed below is responsible for proper safeguarding and returning of keys upon request or when no longer required.

KEY NO.	LOCK/PADLOCK NUMBER	LOCATION ROOM BLDG	DATE ISSUED	SIGNATURE OF KEYHOLDER	KEY RETURNED	
					DATE	REC=D B