NAVCPUBHLTHCEN INSTRUCTION 5530.2E

Subj: PHYSICAL SECURITY AND LOSS PREVENTION PLAN

Ref: (a) OPNAVINST 5530.14
    (b) NA VMEDCENPTSVAINST 5530.1B
    (c) NAVMEDCENPTSVAINST 5530.8A

Encl: (1) Physical Security and Loss Prevention Plan

1. Purpose. To establish policy, provide guidance, and set forth physical security standards and loss prevention measures in accordance with references (a) through (c).

2. Cancellation. NAVMCPUBHLTHCENINST 5530.2D

3. Scope. This instruction applies to all Navy and Marine Corps Public Health Center (NAVCPUBHLTHCEN) personnel, contractors, and visitors.

4. Responsibilities. Security is the direct, immediate, and moral responsibility of all military personnel and civilians employed by the Department of Defense.

    a. Commanding Officers are responsible for physical security and loss prevention within their commands.

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

5. Action. All staff personnel will become familiar and comply with the provisions of this instruction.

   W. R. STOVER

Distribution: (NAVCPUBHLTHCENINST 5215.2S)
List VI (All NAVCPUBHLTHCEN Personnel)
PHYSICAL SECURITY
AND
LOSS PREVENTION
PLAN
-UNCLASSIFIED-

Enclosure (1)
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1. Area Security

a. The Navy and Marine Corps Public Health Center (NAVMC) is a tenant command of Naval Medical Center, Portsmouth (NAVMEDCEN). Navy and Marine Corps Public Health Center is located on the 10th, 11th, and a portion of the 12th floor of building 3 at NAVMEDCEN Portsmouth, 620 John Paul Jones Circle, Suite 1100, Portsmouth VA 23708-2103. Spaces within NAVMC having access restrictions, prioritized for protection from high to low, are provided below:

(1) Expeditionary Preventive Medicine (EPM) Classified Processing Room (CPR) 10.1-101, Level 1 Restricted Area

(2) Administration and Support (AS) Mail Room - Classified material storage 11.2-108, Level 1 Restricted Area

(3) Industrial Hygiene (IH) Equipment Room - Proprietary Information 10.2-104, Level 1 Restricted Area

(4) EPM Administrative Office Space - Classified Material Usage Area 10.1-100, Limited Access Area during contingency operations

(5) Information Management (IM) Computer Room - Data Server Communications 11.2-103, Limited Access Area

(6) Occupational and Environmental Medicine (OEM) Calibration Laboratory - Pilferable Equipment 11.2-101, Limited Access Area

(7) AS Command Storeroom - Pilferable Material 11.2-101.1, Limited Access Area

(8) Epidemiology Data Center (EDC) Administrative Office Space - 10.1-104, Limited Access Area

(9) OEM Storage Room - HIPAA/PPI information, 10.2-109, Limited Access Area

b. Normal working hours are from 0600 to 1800, Monday through Friday. Access is controlled with a NAVMEDCEN identification (ID) swipe card badge. Navy and Marine Corps Public Health Center spaces are also accessible via the open
doors in the elevator lobby area during core business hours from 0700 to 1630, Monday through Friday.

c. During heightened force protection conditions, NAVMCPUBLTHCEN may close the elevator lobby doors and engage the swipe magnetic lock security system.

d. After Hours Access. After hours access by visitors and non-NMCPHC staff member contractors must be approved by the Director for Administration.

2. Control Measures. The following control measures are in effect at NAVMCPUBLTHCEN:

a. Personnel Access

(1) The following areas within NAVMCPUBLTHCEN require controlled access as specified below:

(a) Access to the EPM Classified Processing Room is controlled by a swipe card magnetic (mag) lock and an electro-mechanical dial lock. After normal working hours both the swipe card mag lock and the electro-mechanical dial lock shall be engaged. During normal working hours, only the swipe card mag lock shall be used. A list of personnel having unrestricted access shall be displayed inside the CPR door. All other personnel who require access to the CPR shall be escorted.

(b) Access to the AS Mail Room is controlled by a key system on the Dutch door. The top portion of the Mail Room Dutch door may be open when the space is occupied. The bottom portion of the Dutch door shall be locked at all times. The top and bottom of the door shall be closed and locked, with the rear mailbox covers in place, when the space is unoccupied. When the classified material container is open, the top and bottom of the Dutch door shall be locked and the rear mailbox covers shall be in place. A list of personnel having unrestricted access shall be displayed inside the Mail Room door. All other personnel requiring access shall be escorted.

(c) Access to the IH Equipment Room is controlled by a swipe card mag lock and key system. After normal working hours, both the swipe card mag lock and the key lock will be used to secure the IH Equipment Room. During normal working hours, only the swipe card mag lock shall be engaged. A list of
personnel having unrestricted access shall be displayed inside the IH Equipment Room door. All other personnel requiring access shall be escorted.

(d) Access to the EPM Administrative Office space is controlled by a swipe card mag lock during contingency operations. Those personnel having swipe access to this space have unrestricted access. All other personnel requiring access shall be escorted.

(e) Access to the IM Computer Room is controlled by a swipe card mag lock system. When not occupied, this space will be locked.

(f) Access to the OEM Calibration Laboratory is controlled by a key system. When not occupied, this space will be locked.

(g) Access to the AS Command Storeroom is controlled by a key system. When not occupied, this space will be locked.

(h) Access to the EDC Administrative Office space is controlled by a swipe card magnetic lock system. A list of personnel having unrestricted access shall be displayed inside the EDC Administrative Office door. All other personnel requiring access to the EDC administrative office space shall be escorted by a staff member listed on the access list.

(i) Access to the OEM Storage Room is controlled by a key system. When not occupied, this space will be locked.

b. Visitor Access

(1) All Department of Defense (DOD) government employees, government contractors, military retirees, and military dependants have access to the NAVMEDCEN Portsmouth military base by showing their government ID at the gate.

(2) Anyone not having a DOD government ID, must be identified on the base access list at the gate. To obtain access for a visitor, submit a NAVMEDCEN Portsmouth base access request in accordance with the NAVMEDCEN Portsmouth intranet security web page guidance:

Forward the completed base access request sheet to a member of your department with by direction authority. This department representative is responsible for forwarding the base access request to the email address provided at the NAVMEDCEN Portsmouth Security web site. Also provide a copy to the NEHC PTS - Security email group. Note: Always verify the visitor's intentions/employment when approached by someone asking for access to the base.

(3) Navy Medical Center, Portsmouth conducts a background check on all contractors assigned to NAVMCPUBHLTHCEN prior to reporting for work. The department hiring the contractor must provide the Security Manager a point of contact, and telephone number of the company that sponsors the contractor. The department hiring the contractor must also have the contractor’s company provide a letter to NAVMCPUBHLTHCEN Security Manager with the company name, individual's full name, social security number, date of birth, place of birth, citizenship, security clearance, and the length of the contracted term. A copy of this letter must be provided to the NAVMCPUBHLTHCEN Security Manager a minimum of two weeks in advance of the contractor’s arrival. If the contractor does not already have a government contractor badge, the department hiring the contractor must provide information as specified, using the Contractor Form on the Security web page (shown above) to NAVMEDCEN Portsmouth.

(4) The NAVMCPUBHLTHCEN Security Manager must be notified 48 hours prior to the arrival of any DOD or Non-DOD visitor who will require access to restricted areas or classified information.

(5) Additional visitor access information is contained in reference (c).

c. **Key Control**

(1) The NAVMCPUBHLTHCEN Key Control Officer shall be designated in writing. This individual is responsible for conducting an annual sight inventory of all keys. The Key Control Officer shall maintain appropriate logs and records. Logs and records must indicate keys on hand, keys issued, to whom, date of issue or return, and signature of individuals conducting the key transaction. The Key Control Officer utilizes the Key Control Log Form, and the Key Issue Record Form contained within the Naval Facilities Engineering User’s Guide.
on Controlling Locks, Keys and Access Cards (UG-2040-SHR) for issuing keys. The Physical Security Officer is responsible for identifying swipe access card requirements and communicating this information to NAVMEDCEN Portsmouth who is responsible for issuing all swipe access ID cards to NAVMCPUBLTHCEN staff members. Staff members shall turn in their swipe access ID card when checking out of the command.

(2) Command keys are located in a locked safe under the control of the NAVMCPUBLTHCEN Key Control Officer. The Key Control Officer issues keys to those persons with an approved need for access, authorized by the department head having ownership responsibility for the space. The Key Control Officer is responsible for developing and enforcing rules for key control. All key requests must be sent to the Key Control Officer via the director of the space who has ownership responsibility.

(3) No one at the Navy and Marine Corps Public Health Center is authorized to duplicate keys to command spaces. Keys must remain in the possession of the Key Custodian at all times and shall not be loaned. Upon transfer, he or she shall turn in all issued keys to the Key Control Officer. Lost keys must be reported to the Key Control Officer as soon as the loss is discovered.

(4) Department Heads have a key cabinet installed behind the door of their office. This cabinet shall be used to store keys to NAVMCPUBLTHCEN directorate spaces. The Key Control Officer does not control furniture keys. It is recommended that excess directorate furniture keys be tagged with the cubicle number, and stored in this key cabinet. The key cabinet should be kept locked when not in use. When departing for the day, directors should ensure both the key cabinet and his or her office door is locked. Staff members shall turn in furniture keys to his or her department head when checking out of NAVMCPUBLTHCEN.

d. Material Control

(1) Entry onto this military base constitutes consent to search of property under your control. Base security has the right at all times to search vehicles and your person for unauthorized material.
(2) Although U.S. Mail, UPS, FEDEX, DHL, etc., deliveries are screened prior to arrival, it is important that personnel stay alert and look for suspicious indicators when receiving, and opening these items. Upon observing a suspicious indicator, personnel should step away from the object and contact the base police. Examples of suspicious indicators are provided in Attachment A.

(3) Temporary loan or permanent transfer of government property to another DOD activity must be coordinated through the Equipment Manager and approved by the Comptroller. Government property control and accountability procedures are detailed in NAVMCPUBLTHCENINST 6700.1 series.

(4) Receipt of equipment into or transfer out of NAVMCPUBLTHCEN is not authorized without prior approval from the Comptroller.

(5) Staff members required to take government property with them outside of the command in order to perform their duties shall submit a Property Pass Request Form to the Equipment Manager signed by the Department Head having custodial ownership of the equipment item. The property pass must be in the possession of the staff member when the item leaves the building. However, if the equipment item is listed on a staff member’s official travel orders, a property pass is not needed.

(6) Navy and Marine Corps Public Health Center equipment discovered to be missing, lost, stolen or recovered must be reported as soon as possible, to both the Physical Security Officer and the Equipment Manager. The Physical Security Officer will contact base security when the equipment item is believed to be stolen. When the equipment is missing, lost, or stolen, the Department Head having custody shall initiate a Financial Liability and Property Loss Form, DD-200, in accordance with SECNAVINST 7320 series. Recovered property will be picked up on the Defense Medical Logistics Standard Support (DMLSS) system as recovered property.

e. Vehicle Control

(1) Navy and Marine Corps Public Health Center staff members shall have a NAVMEDCEN Portsmouth base sticker on their vehicle that allows them to bring their vehicle on board the base.
(2) Government owned vehicles (GOV) must be parked in "Open Parking" zones of the NAVMEDCEN Portsmouth parking garage. Staff members wishing to reserve a government vehicle shall initiate a request via the NEHC PTS - Vehicles email group. Travelers returning after normal working hours shall secure the GOV in "Open Parking" zones of the NAVMEDCEN Portsmouth parking garage and return the keys the morning of the next NAVMCPUBHLTHCEN business day.

(3) The 4th and 5th floors of the parking garage is open parking for anyone. Staff members may also park their privately owned vehicles (POV) in rows H through K on the 1st through 3rd floors. Do not park your POV in parking spaces designated as Reserved Parking for others. Disabled parking is available on the east side of the parking garage on all floors, and in other parking lots around Building 3.

(4) Staff members may leave their private vehicle in the parking garage when on temporary duty travel. However, for periods of time longer than 3 days, the Pass and ID office (ground floor parking garage, 3-6950) should be notified.

(5) If a staff member’s vehicle breaks down while on the base, call NAVMEDCEN Portsmouth Security Dispatch at 3-5223. If a tow truck is needed, the staff member will need to meet the tow truck at the Effingham gate. Security will provide an escort back to the staff member’s vehicle.

3. Security Aids

   a. The number to call for NMCP Police emergency service is 953-5225. For Non-Emergency service, call 953-5223.

   b. Navy and Marine Corps Public Health Center spaces have a magnetic swipe card system which allows our spaces to be secure yet accessible to NAVMCPUBHLTHCEN staff members 24 hours a day.

   c. The critical systems in Building 3 (elevators, fire alarm system, fire pump, magnetic security swipe card system, and emergency egress lighting) are connected to emergency generators located in the basement of the building.
4. Security Personnel
   
a. Physical Security Review and Assessment Team (PSRAT)
      
   (1) The Commanding Officer (CO) shall designate in writing PSRAT members to advise and assist in application and implementation of the command Physical Security Loss Prevention Program. The PSRAT meets annually or more often as required.

   (2) The PSRAT will include representatives of the following areas:

   (a) Physical Security Officer (Chairperson)

   (b) Security Manager

   (c) Information Assurance Manager

   (d) Comptroller or designee

   (e) Legal Officer

   (f) Watch-bill Coordinator

   (g) Disaster Preparedness Officer

   (h) Safety Officer

   (i) Director for Administration

   (3) The PSRAT shall provide advice and assistance regarding the following:

      (a) Identifying and prioritizing mission essential assets and developing vulnerability analyses and the activity threat assessment.

      (b) Conducting self-assessments of the facility for anti-terrorism readiness.

      (c) Determining requirements for and evaluating security afforded to the activity.

      (d) Identifying entry and visitor control procedures and recommending the establishment of restricted areas.
(e) Reviewing command reports of significant missing, lost, stolen, and recovered government property, including loss trends analysis and breaches of security.

(f) Making recommendations for improvements to physical security.

(g) Reviewing draft physical security plans or recommending changes prior to approval by the CO.

b. Physical Security Officer (PSO). The PSO shall be designated in writing by the CO. Specific duties include:

(a) Determining the adequacy and recommending improvements for the command Physical Security and Anti-terrorism Program to the CO.

(b) Establishing and maintaining liaison with the host command Physical Security Officer and the local Naval Criminal Investigative Service Office.

(c) Assessing any threat to the activity.

(d) Obtaining annual physical security surveys, and vulnerability assessments from the NAVMEDCEN Portsmouth Security Department.

(e) Establishing and providing records maintenance relating to losses of government and personal property and violations and breaches of physical security measures and procedures.

(f) Identifying personnel, real property, structures, and assets to be protected and recommend priorities.

(g) Identifying and recommending physical security and anti-terrorism procedures and security upgrades that will detect, delay, deter, and prevent wrongful removal, damage, destruction, or compromise of protected property and endanger personnel.

(h) Identifying staff member access requirements, and providing to NAVMEDCEN Portsmouth for the issue of staff member’s ID swipe card badge.
(i) Recommending restricted areas and determining boundaries, and ensuring such areas are properly designated by the Commanding Officer.

(j) Planning, managing, coordinating, implementing, and directing the command's physical security, law enforcement, anti-terrorism, and loss prevention programs, to include developing and maintaining local instructions.

(k) Participating in planning new construction or modifications of existing facilities to ensure all physical security, anti-terrorism, and loss prevention concerns are adequately addressed.

(l) Developing written security orders or directives to cover all phases of security and related anti-terrorism operations.

(m) Providing technical assistance on all security and anti-terrorism matters.

(n) Advising the commanding officer during any security related crisis.

(o) Developing, maintaining, and administering an ongoing security education program.

(p) Supporting the security manager in protecting classified material.

(q) Reporting all actual or suspected terrorist incidents or activities to the Commanding Officer, NAVMEDCEN Portsmouth Base Police, and Naval Criminal Investigative Service Office.

c. Command Duty Officer (CDO). The Command Duty Officer is the Commanding Officer's direct representative, responsible for the physical security of NAVMCPUBLTHCEN in his or her absence. Specific Command Duty Officer physical security duties and instructions can be found on the "J" drive of the NAVMCPUBLTHCEN local area network.

d. Navy and Marine Corps Public Health Center Staff
(1) Every staff member is responsible for reading and abiding by the Navy and Marine Corps Public Health Center Physical Security and Loss Prevention Plan (NAVMCPUBHLTHCENINST 5530.2E). The Physical Security Officer shall provide a physical security brief to all new staff members. Physical Security and Loss Prevention Training is provided annually thereafter.

(2) Navy and Marine Corps Public Health Center staff members are required to wear swipe ID badge while occupying NAVMCPUBHLTHCEN spaces. The ID badge must be visible, worn on the front of the clothing at or above the waist.

(3) Staff members approached in the NAVMCPUBHLTHCEN elevator lobby area by the visitors requesting access to NAVMCPUBHLTHCEN shall:

- Escort the visitor to the NAVMCPUBHLTHCEN POC or their supervisor when the POC is not available.

Or

- Ask the visitor to use the lobby telephone.

(4) Staff members noting any suspicious activity will immediately contact the Command Suite at 3-0700, for Physical Security Officer and Command Duty Officer notification, or 3-5225 for NAVMEDCEN Portsmouth Base Police when appropriate.

(5) Staff members noting a suspicious object in their working area shall inquire about its origin with area co-workers. If area personnel are unaware of the object's origin, the Physical Security Officer will be notified immediately.

(6) Staff members issued government property under custody procedures shall ensure the movement of equipment is reported to the responsible department authority in accordance with NAVMCPUBHLTHCENINST 6700.1 series.

(7) All staff members must check in and out of the command with the Physical Security Officer.

(8) Staff members hosting a meeting, class or conference for attendees other than NAVMCPUBHLTHCEN staff shall notify security personnel via the NEHC PTS - Security email group announcing the event.
Attachment A

SUSPICIOUS OBJECT/BOMB THREAT PLAN

1. Although most unfamiliar objects do not present a hazard and most bomb threats are a hoax, each threat shall be treated seriously with prompt action to prevent personal injury. Be sensitive to the presence of strangers, packages, or unattended containers of any type.

2. Explosions may be caused by chemicals, fuels, incendiary devices or bombs. Even with an advance warning of a potential explosive device on the base, a bomb threat will cause surprise and confusion. Navy and Marine Corps Public Health Center personnel must remain calm and professional to prevent unnecessary harm to themselves or others.

3. The likelihood of receiving a bomb or harmful substance in the mail is remote, but keep in mind that a bomb can be enclosed in either a parcel or an envelope, and the outward appearance is limited only by the imagination of the sender. Mail bombs may exhibit the following unique characteristics:

   a. Bear endorsements such as "personal" or "private" when the addressee does not normally receive personal mail at the command.

   b. Inaccurate addressee name or title.

   c. Distorted handwriting, homemade labels or cut and paste lettering.

   d. Protruding wires, aluminum foil or oil stains or a peculiar odor.

   e. Feel rigid; unusual soft spots; appear uneven or lopsided; and may present unusual bulges.

   f. Unprofessionally wrapped with several tape combinations.

   g. Buzzing or ticking noise, or a sloshing sound.

   h. An unknown powdery substance inside.
4. When a suspicious object is found, the first staff member discovering the item will implement the following procedures.

a. Remain calm.

b. Do not touch the item or if holding, carefully place the object down and evacuate the room and close the door.

c. Ask personnel in the immediate area if they are aware of the origin of the item. If the origin of the object remains unknown contact the Physical Security Officer and Command Duty Officer immediately and report the discovery circumstances for further investigation.

d. The Physical Security Officer shall repeat area personnel inquiries, and if the origin continues to remain unknown, an internal announcement will be made detailing the location of the object and a request for staff assistance in determining the origin of the object. If no response is received and the Physical Security Officer has determined that the suspicious object presents a valid threat, he or she will notify:

(1) Command Duty Officer

(2) Commanding Officer (CO), Executive Officer (XO), Director For Administration (DFA), and the Command Master Chief (CMC).

e. Upon direction from the NAVMCPUBHLTHCEN CO or XO, report the suspicious object to NAVMEDCEN Portsmouth Base Police at 3-5225.

f. The command’s senior ranking member shall become the on-scene Commander during normal working hours, and will make all decisions related to the safety of the staff until the NAVMEDCEN Portsmouth Base Police arrives on scene.

g. If ordered to evacuate, the evacuation route will be announced and routed away from the threat area. Staff members will evacuate, unless otherwise directed, to the grassy area on the west side of the NAVMEDCEN Portsmouth Parking Garage.
h. The Physical Security Officer shall remain in the area of the on-scene Commander, DFA, CMC, and the CDO to provide additional assistance as required.

i. No action shall be taken to secure utilities, communication, or computer systems.

j. Evacuating the building should not be the first response in an unconfirmed bomb threat, but remains at the discretion of the on-scene Commander.

5. Threats against the government have grown substantially in recent years. Many of the threats are made against individuals. Most threats are made by telephone. Virtually any federal employee could receive such a call and must be aware that careful procedures have been developed to counter such threats, leading to the arrest and conviction of the callers. Staff members receiving a telephone or electronic bomb threat shall calmly obtain as much information as possible to aid in locating the bomb and determining when it will explode. The bomb threat checklist is provided as a guide for the type of information to gather for the investigating officers.
BOMB THREAT CHECKLIST

Date: _________ Time: _________ Received by: _________

Keep calm and ask the caller:

1. When will the bomb explode?
2. Where is the bomb located?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you plant the bomb?
7. Why?
8. What is your address or location?
9. What is your name?

Write down the following information as soon as possible:

1. Exact words of the caller
2. Sex of the caller
3. Race
4. Approximate age of the caller
5. Length of the call
6. Phone number at which the call was received
7. Number displayed on phone extension caller ID
8. Caller's voice: (circle as many as are applicable)

<table>
<thead>
<tr>
<th>Calm</th>
<th>Crying</th>
<th>Deep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angry</td>
<td>Normal</td>
<td>Ragged</td>
</tr>
<tr>
<td>Excited</td>
<td>Distinct</td>
<td>Clearing throat</td>
</tr>
<tr>
<td>Slow</td>
<td>Slurred</td>
<td>Deep breathing</td>
</tr>
<tr>
<td>Rapid</td>
<td>Nasal</td>
<td>Cracking voice</td>
</tr>
<tr>
<td>Soft</td>
<td>Stutter</td>
<td>Disguised</td>
</tr>
<tr>
<td>Loud</td>
<td>Lisp</td>
<td>Accent</td>
</tr>
<tr>
<td>Laughter</td>
<td>Raspy</td>
<td>Familiar</td>
</tr>
</tbody>
</table>

If the voice is familiar, whom did it sound like?

9. Background sounds: (circle as many as are applicable)

- Street noises
- Office machinery
- Voices
- Factory machinery
- PA system
- Animal noises
Music Clear
House noises Static
Motor Local
Booth Long distance
Airport noises Other

10. Threat language:

Well spoken (educated) Incoherent
Foul language Taped
Irrational Read message

11. Remarks:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Staff members receiving a bomb threat should immediately contact the following:

a. NAVMEDCEN Portsmouth Security Police at 3-5224/5.

b. Command Duty Officer (CDO) at extension 3-0700, for Command Suite notification after hours.

c. Physical Security Officer (PSO), at extension 3-0910.
ATTACHMENT B

WORKPLACE VIOLENCE
EMERGENCY RESPONSE PLAN OF ACTION

1. Due to the disconcerting events that continue to unfold in the world we live in today, it is necessary that Navy and Marine Corps Public Health Center (NAVCMPUBHLTHCEN) be ready to counter workplace violence if and when it occurs within our working spaces. The following situations and recommended response actions are provided below:

   a. **Low Risk.** An unfamiliar individual/s is seen walking through our spaces without a NAVCPUBHLTHCEN escort and not wearing any type of government identification (ID) badge: Navy and Marine Corps Public Health Center members should offer assistance, asking if they can help direct them to someone. At this point, you must listen and evaluate their response. If they say they are from Public Works Center (PWC), Naval Facilities (NAVFAC), a contractor, Naval Medical Center Portsmouth (NAVMEDCEN) personnel, or someone here to do work (such as change our filters), you should ask to see a government ID or NAVMEDCEN Portsmouth badge. (Check the expiration date.) If they have a valid government ID badge, let them continue on their way. You may then call NAVCPUBHLTHCEN’s Physical Security Officer at 3-0910, letting him know they are here. If they instead provide you the name of a staff member whom they are looking for, please escort them to the NAVCPUBHLTHCEN staff member.

   b. **Medium Risk.** Any person (staff or visitor) acting in a suspicious or hostile manner. Evaluate the situation: Depending on the situation, you may need to immediately call the Base Police at 3-5225, or NAVCPUBHLTHCEN’s Physical Security Officer at 3-0910, or the NAVCPUBHLTHCEN’s Command Duty Officer at 621-1967. If possible, you should safely continue observing the individual until security assistance arrives.

   c. **High Risk.** A staff member observes someone other than a law enforcement officer openly displaying any type of weapon: The staff member should immediately locate a safe place to contact the Base Police at 3-5225. Most of NAVCPUBHLTHCEN’s offices are lockable by pressing a button on the edge of the
door. If needed, these offices can be used as a safe haven. After calling the Base Police, the staff member should call 3-0700 describing the emergency and providing the last known location (floor and wing) of the suspect. The staff member taking the call on 3-0700 will immediately make an announcement over our public announcement (PA) system stating, "Attention Navy and Marine Corps Public Health Center personnel. This is a threat alert." Pause and provide the last known threat location (floor, wing designation) - REPEAT. To reduce the potential of injury, all NAVMCPUBLTHCEN personnel will immediately exit open office areas and/or common areas. If staff member is in immediate danger, he or she should either depart NAVMCPUBLTHCEN or enter a private office and lock the door. Do not come out until the all clear is announced over the PA system. Upon hearing the threat alert announcement, the Command Duty Officer will call the Base Police at 3-5225 to confirm base police are on the way. Radios are held by the Command Duty Officer, Senior Watch Officer, Safety Manager, Physical Security Officer, Director For Administration, and the Executive Officer. During an emergency such as this, these radios will be used to coordinate any response to the situation.