



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL AIR TRAINING  
250 LEXINGTON BLVD SUITE 102  
CORPUS CHRISTI TX 78419-5041

CNATRASTAFFINST 3300.1A  
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24 Nov 2014

CNATRA STAFF INSTRUCTION 3300.1A

Subj: CHIEF OF NAVAL AIR TRAINING ANTITERRORISM PLAN

Ref: (a) DODI 2000.16, DoD Antiterrorism (AT) Standards  
CH2 of 08 Dec 06  
(b) DOD Antiterrorism Officer (ATO) Guide  
(c) USNORTHCOM Force Protection (FP) Mission and  
Antiterrorism (AT) Program Instruction 10-222  
17 Feb 2010  
(d) OPNAVINST 3300.53 (Series), Navy Antiterrorism  
Program  
(e) NTTP Antiterrorism 3-07.2.1  
(f) CNRSE AT OPOD 3300-14, of 07 Jul 14  
(g) Naval Air Station Corpus Christi AT Plan

Encl: (1) Chief of Naval Air Training Antiterrorism Plan

1. Purpose. To publish Anti-Terrorism (AT) policy and guidance for the Chief of Naval Air Training (CNATRA) per references (a) through (g).

2. Cancellation. CNATRASTAFFINST 3300.1

3. Scope. This instruction applies to all staff personnel attached to CNATRA including military, DoD civilians and contractors.

4. Background

a. The AT Program is designed with the means and measures to fulfill anti-terrorism requirements, safeguard personnel, and protect property.

b. The program includes:

(1) The safeguarding of property, resources, and personnel during normal operations, Force Protection Conditions (FPCON), and contingencies.

(2) Instituting AT situational awareness and security responsibilities.

(3) Providing a degree of protection and deterrence equivalent to the threat.

(4) Integrating this plan with the NASCC AT Plan, reference (g).

## 5. Responsibilities

### a. CNATRA Chief of Staff

(1) CNATRA is responsible for security of its spaces. CNATRA will provide sufficient resources, staff assistance and authority to implement, manage and execute an effective Antiterrorism Program.

(2) Identify resources to support the NASCC AT program, per reference (g).

### b. Commanding Officer, NASCC

(1) Will implement the Navy AT Program to prevent, deter, detect, plan for, respond to, and mitigate the effects of a terrorist attack within NASCC.

(2) Provide all tenants (to include all visiting forces, detachments, etc.) with guidance that integrates them into the NASCC AT plan and identifies requirements in support of the AT mission.

### c. CNATRA Antiterrorism Officer (ATO) will:

(1) Be the technical advisor to CNATRA for all staff AT matters.

(2) Provide technical and operational support to staff personnel on AT matters.

(3) Will be guided in specific duties as delineated in references (a) through (g) and other applicable instructions.

(4) Ensure all staff personnel annually complete Level I AT training.

d. CNATRA Personnel (Military/Civilian/Contractors) will:

(1) Follow the requirements of this instruction.

(2) Be sensitive to the presence of strangers (unauthorized persons) in our buildings and spaces and either challenge such individuals or report their presence to a supervisor, the command Security Officer or base security.

6. Action. All CNATRA personnel are required to read and follow this instruction.

7. Review Responsibility. ATO is responsible for reviewing and updating of this instruction annually or as changes occur.

D. M. EDGECOMB  
Chief of Staff

Distribution:  
CNATRA Website  
CNATRA SharePoint

CHIEF OF NAVAL AIR TRAINING ANTITERRORISM PLAN

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Appendix 1: SHELTER-IN-PLACE

ANNEX A  
ANTI-TERRORISM

1. Purpose. Provide information on crisis response procedures in the event of a terrorist attack or threat.
2. Responsibilities. The Commanding Officer (CO), NASCC is responsible for the maintenance of law and order within the grounds and buildings of NASCC. To enforce this authority, the CO may take necessary actions to protect life in the event of a sudden and unexpected terrorist attack or other emergencies. As a tenant, CNATRA will follow the guidelines set by the host activity. Reference (g) provides AT guidance and policy for the tenant commands.
3. Force Protection Conditions (FPCON) Levels and Measures
  - a. FPCONs are per reference (a) and provide a management system that is adaptable to a full spectrum of security needs. They describe the progressive measures implemented by all DoD components in response to terrorist threats. FPCONs are the principle means through which a commander applies an operational decision on how to best guard against a threat. These guidelines assist commanders in reducing the effect of terrorist and other security threats to DoD units and activities. This system applies to all personnel assigned to CNATRA Headquarters.
  - b. CNATRA will be notified if a higher FPCON level has been directed. Then CNATRA Chief of Staff (COS) will ensure the FPCONs directed by the NASCC CO are implemented. FPCON measures are mandatory when declared and can be supplemented by additional measures.
  - c. Once the FPCON is declared, all security measures are implemented immediately unless waived by CNATRA.
  - d. There are five FPCONs in current use: NORMAL, ALPHA, BRAVO, CHARLIE, and DELTA. Each FPCON contains progressively increasing AT protective measures with each level.
  - e. CNATRA Specific FPCON measures are located in ANNEX D.
  - f. Installation specific FPCON measures are located in reference (g).

Enclosure (1)

4. Random Anti-Terrorism Measures

a. Random Anti-Terrorism Measures (RAMs) complement and supplement, but do not replace the FPCON system. RAMs are measures that enhance security and greatly limit the ability of terrorists to determine patterns of security and responses. These measures, such as random ID card checks and limiting access to buildings, are commonly taken from higher FPCON measures to supplement lower ones.

b. Reference (g) addresses the RAM program for NASCC.

5. NASCC and Facilities Access

a. NASCC Access. As a tenant, CNATRA' access to NASCC is governed by requirements contained in reference (g).

b. Access control within CNATRA work spaces is governed by Appendix 1 to Annex D.

6. Emergency Actions

a. In the event of a terrorist incident, the senior person in charge at the time of the incident will determine, based upon situation and/or guidance received from NASCC, the need to evacuate premises, shelter in place, etc.

b. Senior person in charge will ensure that all personnel exit the premises, when required, in an orderly fashion. Time permitting, they will ensure that all classified material is properly stored; all electrical power is turned off; and all windows and doors are shut.

c. An evacuation type drill (i.e. fire or bomb threat) should be held at least annually. Supervisors of handicapped employees will ensure their safe evacuation. This will be accomplished by having someone assigned to assist the handicapped employees during an emergency situation.

d. Evacuation plans and routes will be posted and include a mustering point for staff personnel to check-in.

Enclosure (1)

ANNEX B  
PREPLANNED RESPONSES

1. Purpose

a. To publish procedures to be carried out upon receipt of a bomb threat (Appendix 1) and an incident involving an active shooter (Appendix 2).

2. Action. See Appendix 1 and 2.

APPENDIX 1 to ANNEX B  
BOMB THREAT PROCEDURES

1. Action

a. To avoid any possibility of loss of life and/or damage, it must be assumed that any bomb threat is not a hoax. Major disruptions to normal operations are not desired, but each threat must be treated seriously. All bomb threats will be processed per the below procedures.

b. Individual receiving bomb threat will notify: NASCC Police Regional Dispatch at 911.

c. After the call is complete:

(1) Complete Bomb Threat Incident Checklist (CNATRAINST 5510.1A, enclosure (5)).

(2) Provide the responding Security personnel with details of the telephone call.

(3) Make a full written record of the conversation and your impressions based on the information annotated on the telephonic bomb information card.

d. Upon receipt of warning the senior person in charge will decide on the need for evacuation.

e. If evacuation is necessary, ensure that personnel evacuate according to procedure, and that handicapped employees are provided appropriate assistance.

f. Exit the building in the same manner as you would for a fire and proceed to an area at least 100 yards from the building and await the signal to return.

g. Evacuation route diagrams, with identified muster areas, will be posted in each CNATRA office space.

Enclosure (1)

APPENDIX 2 to ANNEX B  
ACTIVE SHOOTER PROCEDURES

1. Action

a. To avoid any possibility of loss of life and/or damage, it must be understood that an active shooter presents a very treacherous circumstance. Active Shooter incidents will be processed per the below procedures.

b. Active shooter scenarios can be very tragic. It is important for personnel to take preventive measures and report any indicators that are associated with an active shooter. An active shooter can be anyone from your workspace. Some behavior indicators are listed below and should be taken seriously. If employees notice these indicators they should report them to their supervisors immediately.

- (1) Increased use of alcohol or drugs
- (2) Depression and social withdrawal
- (3) An unusual resistance to policy and procedures
- (4) Repeated lateness
- (5) Noticeable unstable emotional responses
- (6) Suicidal or homicidal comments and/or acts
- (7) Paranoia

c. Individuals within the vicinity of an active shooter should:

- (1) Evacuate if an accessible path is available.
- (2) Evacuate regardless of whether others agree to follow.
- (3) Leave belongings behind.
- (4) Prevent individuals from entering an area where the active shooter might be.

Enclosure (1)

(5) If unable to escape, lock and/or move large furniture against the door and remain quiet. Hide behind large objects.

(6) Silence cell phones. Turn off all televisions and radios or any other noise source near personnel.

(7) When it is safe, dial 911 for Police response. If unable to talk, leave the line open to allow dispatcher to listen.

(8) Provide the Police Dispatchers as much information as possible. If able, provide the following to the dispatcher:

- (a) Location of the shooter
- (b) Number of shooters
- (c) Physical description of the shooter
- (d) Number and type of weapons
- (e) Number of victims at the location

d. Law enforcement's purpose is to neutralize the threat of an active shooter. Officers will proceed directly to an area reported or where shots were last fired. The prompt cooperation of employees increases the officers' response effectiveness. During Police rescue individuals should:

- (1) Remain calm and follow officers' directions.
- (2) Place any items on the floor and raise your hands. Keep hands visible at all times.
- (3) Do not make sudden movements or hold onto officers.

e. At times, personnel will be forced to take action to disrupt or incapacitate an active shooter. Action towards the shooter should be a last resort and only when life is in imminent danger. If action is taken, act aggressively as possible against the active shooter using any item available as an improvised weapon.

Enclosure (1)

ANNEX C  
PROCEDURES FOR SUSPICIOUS PACKAGES AND LETTERS

1. Purpose

a. To identify procedures for handling suspicious mail and packages.

2. Action

a. Every effort should be made to examine every piece of mail and look for suspicious characteristics.

b. Per reference (e), if a suspicious parcel is identified isolate the item and notify supervisor. Call NASCC Police at 911.

c. If applicable, evacuate personnel from the immediate area. In some circumstances, personnel may be instructed to shelter-in-place.

d. If a suspicious item is identified and evacuation is required, the immediate area shall be evacuated and COS shall be notified and NASCC Security called.

e. Evacuation plans and routes will be posted and include a clearly identifiable location for staff personnel to muster.

ANNEX D

FPCON LEVELS/DOD TERRORIST THREAT LEVEL INFORMATION

1. Discussion

a. This enclosure describes the DoD terrorist Threat Level and FPCON system that will be used during times of increased readiness. They are supported by refs (a) through (g) and provide a management system appropriate for the existing threat. NASCC specific measures can be found in reference (g).

b. FPCON levels should be posted in the duty office to keep personnel informed of current status.

c. Current information can be obtained by contacting the NASCC ATO at 361-961-1692.

d. CNATRA staff personnel will be alerted to any increase in FPCON level and instructions, via electronic mail.

CNATRASTAFFINST 3300.1A  
24 Nov 2014

APPENDIX 1 TO ANNEX D  
CNATRA SPECIFIC FPCONS MEASURES

1. Filed as a separate document. CNATRA SPECIFIC FPCON MEASURES ARE REQUIRED TO BE KEPT SEPARATE FROM THIS DOCUMENT.

Enclosure (1)

ANNEX E  
BARRIER PLAN

1. General

a. This Annex is applicable for Building 1 and will be implemented at the discretion of NASCC at any time to increase the Antiterrorism (AT) security and force protection readiness level.

b. The purpose of the barrier implementation plan is to afford sufficient stand-off distance to mitigate damages to assets and personnel caused by either an explosive device or a forced entry attempt into a facility utilizing a vehicle as the primary tool.

c. Per reference (g) NASCC will plan, coordinate and provide sufficient service support for Antiterrorism Force Protection (AT/FP) operations and barrier protection.

2. Action

a. CNATRA Antiterrorism Officer.

(1) Will coordinate this plan with NASCC.

(2) When notified by NASCC that barriers will be deployed, the ATO will coordinate the implementation of the barrier plan with the NASCC ATO.

(3) Review this plan annually or when CNATRA assets/personnel are relocated.

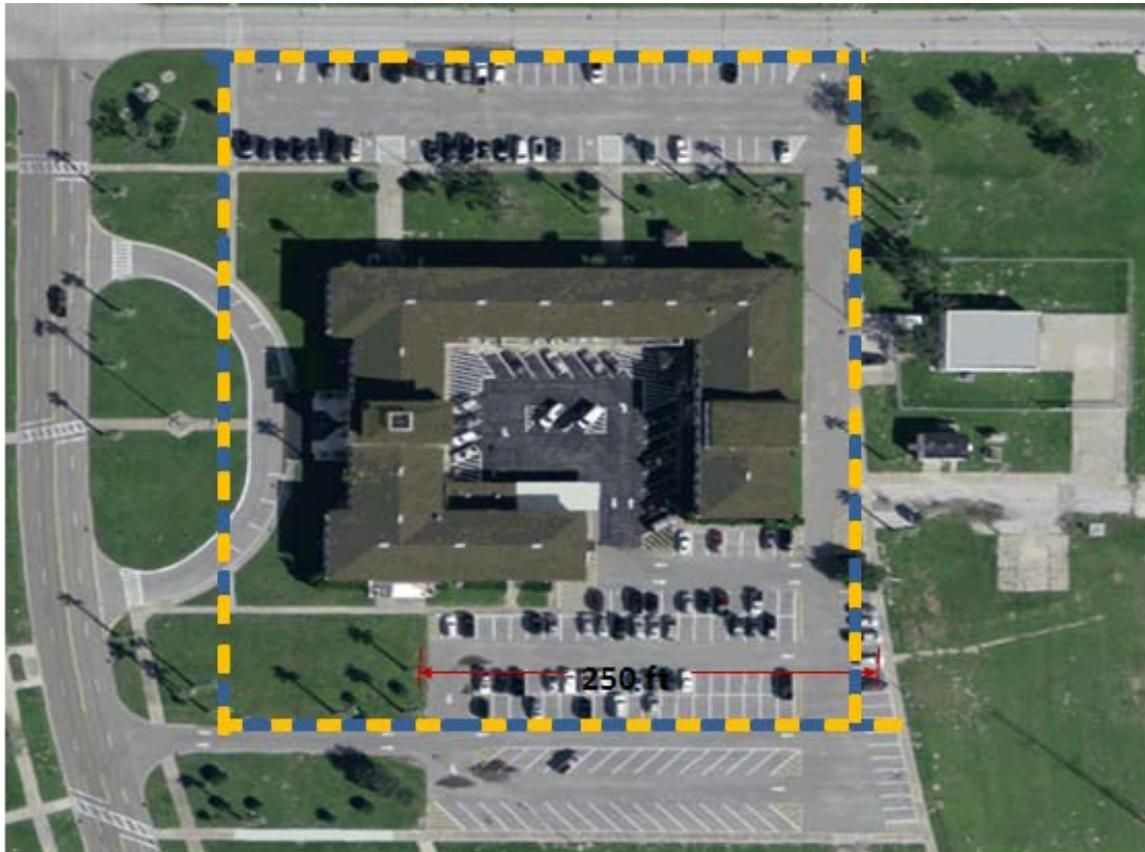
Enclosure (1)

Appendix 1 to Annex E  
**BARRIER PLAN**  
**(Chief Naval Air Training, Building 1)**

**NOTICE: In the event that barriers are advised for building 1, NAS Corpus Christ will place barriers at the locations indicated below.**

1. Entry and exit from all four sides.
2. A clearly marked cable may be strung between barriers if an insufficient number of barriers are available to restrict parking access on the south side of the building

**Building Coordinator: LCDR Brian O'Donnell, ATO RM#: 229 Telephone#: C: 361-961-2220**



ANNEX F  
SHELTER IN-PLACE PLAN

1. General

a. This Annex is applicable for Building 1 by CNATRA staff personnel and will be implemented at the discretion of NASCC EOC or by the CNATRA COS within Building 1.

Appendix 1 to Annex F

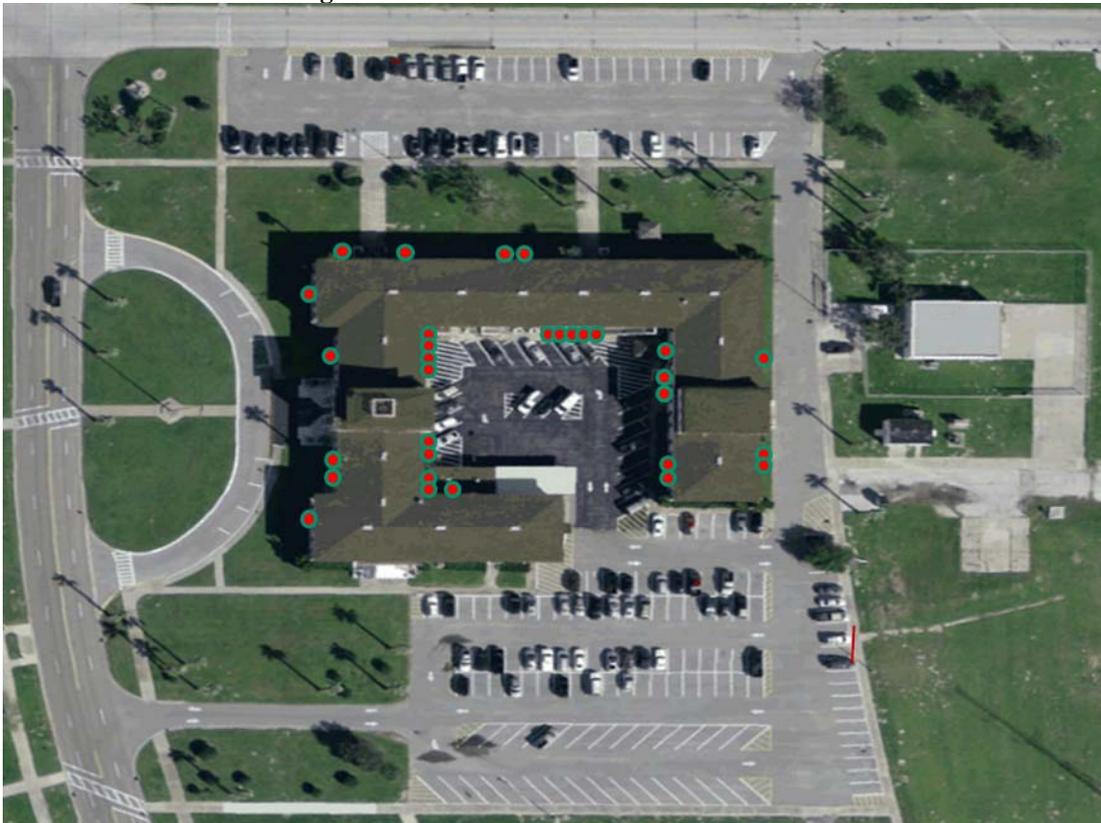
**SHELTER-IN-PLACE PLAN  
(Chief Naval Air Training, Building 1)**

**NOTICE: In the event a shelter-in-place is advised for building 1, all occupants including visitors will, as applicable:**

1. Close and lock all windows and doors.
2. Turn off all air handling equipment. (fans, heating, ventilation, and air condition)
3. Remain in normal office space, and await further instructions from the COS.
4. Everyone must stay in their space or designated area until the “All Clear” is announced.

**Building Coordinator: LCDR Brian O'Donnell, ATO RM#: 227 Telephone#: C: 361-961-2220**

**The locations of the Heating & Ventilation Air Condition (HVAC) system switches are located near the condenser units outside of Building 1.**



**If applicable, contact the EOC at 911 and provide the following information:**

**Location of Personnel, Floor/Room \_\_\_\_\_, Number of personnel \_\_\_\_\_.**

Enclosure (1)