



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER

TRARON EIGHTY SIX

390 SAN CARLOS ROAD SUITE G

PENSACOLA, FLORIDA 32508-5503

IN REPLY REFER TO:

TRARONEIGHTSIXINST 5400.1M

11000

5 May 09

### TRAINING SQUADRON EIGHT SIX INSTRUCTION 5400.1M

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: PHYSICAL SECURITY PLAN AND WATCH ORGANIZATION

Ref: (a) U. S. Regulations, 1990  
(b) TRARONEIGHTSIXINST 1080.2H  
(c) TRARONEIGHTSIXINST 1050.2O  
(d) TRARONEIGHTSIXINST 1330.2K  
(e) TRARONEIGHTSIXINST 1320.1L  
(f) TRARONEIGHTSIXINST 2305.1I  
(g) TRARONEIGHTSIXINST 3140.5J  
(h) TRARONEIGHTSIXINST 3750.5N  
(i) TRARONEIGHTSIXINST 4100.1I  
(j) TRARONEIGHTSIXINST 5510.1E  
(k) TRARONEIGHTSIXINST 11320.1M  
(l) NASPNCLAINST 5239.2B  
(m) NASPNCLAINST 5500.1H  
(n) OPNAVINST 5510.1H  
(o) COMTRAWINGSIXINST 3140.1X  
(p) CDO Passdown Binder  
(q) SDO Passdown Binder  
(r) TRARONEIGHTSIXINST 5360.1F

Encl: (1) Squadron Watch Organization  
(2) Command Duty Officer Training Plan  
(3) Telephone Threat Complaint Form (OPNAV 5527/8)  
(4) Letter and Parcel Bomb Guide

1. Purpose. To establish a unit Physical Security Plan containing policy and guidance for the continued security of VT-86 spaces and equipment in accordance with references (a) through (r). This plan defines specific actions required to safeguard assets, and prevent against unlawful acts, accidents, sabotage and disasters. Secondly, this instruction establishes a squadron Physical Security Review Committee (PSRC) which will periodically review this plan as well as other squadron methods and procedures affecting the security of this activity. Furthermore, this instruction serves to establish the squadron watch organization and delineates the responsibilities and

functions of each watch. This instruction is considered a complete revision and should be reviewed in its entirety.

2. Cancellation. TRARONEIGHTSIXINST 5400.1L

3. Background. Acts of militancy directed towards the United States Government are of continuing concern. Not only do these acts cause damage to property and materials, but they also bring embarrassment and discredit upon the military.

a. The security plan is influenced by the mission and geographical location of the activity, the topography of the area, the economic and political atmosphere, potential enemy action and the logistic and operational support provided by other agencies. The basic security situation at NAS Pensacola is complicated by tourism and the various attractions available onboard the Naval Air Station.

b. Security planning is a continuing process carried out in advance of, and concurrently with security operations. All changes in the squadron procedures, methods of operation, or physical movement of departments, shops or personnel must be reviewed to determine their effect on squadron security.

4. Concept

a. Most malicious damage incurred on government property is assumed to be attempted or accomplished covertly using the cover of darkness. This would seemingly reduce the occasion of such incidents during the normal working days, Monday through Friday, 0730-1600. This is not always the case, however, as many actions during the normal workday may greatly facilitate the performance of destructive activity. For this reason, Department Heads are to provide for security of their working spaces around the clock especially at the close of the workday.

b. On weekends, holidays and after normal working hours the watch organization established in this instruction shall assume responsibility for security of all squadron spaces and equipment. The Command Duty Officer (CDO) shall be responsible for any activity occurring during his/her watch.

5. Guidance

a. References (a) through (r) provide overall guidelines and procedures relating to Physical Security.

b. While not specifically classified, distribution of this plan is limited, and information contained herein, because of its sensitive nature, is considered to be "For Official Use Only".

6. Specific Responsibility

a. The Commanding Officer is ultimately responsible for the physical security of his unit. This responsibility is shared with the Department heads. Department Heads shall ensure that all restricted information, minor property equipment are properly accounted for and spaces utilized by their respective departments containing such material are properly secured whenever unattended. Additionally, at the end of the workday, the last person to leave a space shall ensure that all windows are closed, light extinguished, doors locked and fire hazards properly dealt with.

b. Physical Security/Senior Watch Officer. The Physical Security/Senior Watch Officer is responsible for the overall supervision and training of the Security and Watch Organization. He shall be directly responsible for the indoctrination, assignment, correction and evaluation of the performance of the SDO's and CDO's. As Security Officer, he/she is responsible for planning, coordinating and supervising the VT-86 Physical Security Program. The Security Officer is also responsible for:

(1) All matters pertaining to physical security.

(2) Formulating emergency plans and activating the plans when directed by or on behalf of the Commanding Officer, or when required.

(3) Reviewing and updating the VT-86 Physical Security Program as required.

(4) Establishing and maintaining liaison with outside agencies to ensure timely, organized support in event of an emergency.

c. The squadron Security and Watch Organization will consist of a CDO and SDO. The watches will be part of the Training Air Wing SIX Security Force. The watchstanders are responsible for verifying the secure condition of squadron spaces and equipment at the end of the normal workday, as well as ensuring the continuance of the secure condition throughout their watches as outlined in reference (b). Any discrepancies noted shall be referred to the SDO for action.

d. Command Duty Officer (CDO)

(1) Function. The CDO is the direct representative of the Commanding Officer in all official matters. His primary responsibility is the safe and efficient execution of squadron operations, administration and personnel related activities. He will stay abreast of the flight schedule, change priorities as required and exercise good headwork to maximize utilization of assets. The CDO will further act to execute and supervise the daily requirements of the squadron Physical Security Plan. The CDO will be assigned by the Strike Wingleader during working days and by the Senior Watch Officer (SWO) during weekend and holiday duty schedules.

(2) Duties. See reference (p).

e. Squadron Duty Officer

(1) Function. The SDO works directly under the supervision of the CDO. His primary responsibility is to assist the CDO in the safe and efficient execution of squadron operations. The SDO will further support the CDO in the daily administration of the Physical Security Plan. He will be assigned by the duty Strike Wingleader with the concurrence of the SWO.

(2) Duties. See reference (p).

7. Material Control. Personnel desiring to remove government equipment (e.g. typewriters, audiovisual equipment, etc.) from VT-86 will have a letter of authorization signed by the Commanding Officer or designated representative.

a. Missing/Loss or Recovered Property Procedures. In the event of missing, lost or stolen government property, said property will be reported in accordance with current directives and accountable individuals will be identified. Property inventories will be matched with existing property as set forth in INST 5500.1 Missing/Lost/Stolen Government Property. Investigations initiated will be submitted with loss reports. The Physical Security Officer is the focal point for tracking such reports.

b. Reporting of losses. Losses of government property will be reported immediately to the Physical Security Officer by the individual making the discovery. The Physical Security Officer and the local Naval Investigative Service resident agent located at the Security Department, Naval Air Station are the primary resources for detection and investigation of lost, stolen or missing government property. All government property, regardless of value or classification, will be reported to these officials for investigation.

8. Internal Classified Document control Procedures

a. The Command Security Manager is responsible for planning coordinating and supervising the VT-86 information and personnel security program as per reference (1).

b. Effective control of defense information will be maintained at all times in accordance with reference (b). Effective control requires that dissemination be limited, excessive reproduction prevented and a minimum level of classified documents be maintained.

9. Personal Identification Requirements. Based on the restricted status of Hangar 1854, individuals are required to possess a Common Access Card (CAC). The following additional identification media also applies:

a. Military personnel are required to have an active duty CAC Card in their possession at all times and shall be prepared to identify themselves on demand. Uniforms alone are not sufficient as identification to enter Hangar 1854.

b. All civilian/contractor employees are required to have in their possession at all times, and will produce on demand, their CAC card issued in accordance with reference (m).

c. Visitor badges will be issued to duly authorize sponsored visitors in accordance with reference (m). Normally, visitor badges will be issued by security at the guard building located between Hangar 1853 and Hangar 1854. The authorized sponsor is required to be present for issuance of a visitor badge. Although the sponsor is not required to personally escort the visitor, the sponsor will nevertheless remain responsible for the visitor's actions.

10. Barricaded Captor/Hostage Situation. VT-86 will comply with the procedures delineated in Appendix B of reference (m) concerning these situations as applicable.

11. Threat Conditions. VT-86 shall comply with threat conditions as promulgated in Appendix of reference (m) as applicable.

12. Bomb Threat/Detection Procedures. All personnel receiving a telephone bomb threat will complete a Telephone Threat Complaint Form, OPNAV 5527/8 (enclosure (3)). These forms shall be kept in the immediate vicinity of office telephone. Immediately notify the Physical Security Officer who will contact NAS Pensacola Security Department to report the threat. Refer to reference (j) for more detailed information.

13. Fire Evacuation Plan. In the event of fire, all procedures will be handled in accordance with INST 11320.1N VT-86 Fire Bill. Immediate execution of the following should be initiated:

a. Use the nearest fire alarm box (located in all four passageways, topside of hangar 1854) or telephone 2-3333

b. All personnel immediately evacuate the hangar. Muster inside eastside fence area near VT-86 staff parking.

c. If time permits, close all doors and windows.

14. Emergency Muster Plan. In the event of a bomb threat, actual bomb explosion, actual fire or any other disaster requiring the evacuation of hangar 1854, all Department Heads will muster their personnel; Student Control will muster the students. The CDO will gather all completed musters and report to the Executive Officer as soon as possible. If the Executive Officer is unavailable, the senior member of administration will be responsible for compiling the reports.

15. Aircraft Hurricane Evacuation (HUREVAC) Plan. Upon notification that HUREVAC/FLYAWAY conditions have been reached, VT-86 will set the appropriate HUREVAC/FLYAWAY condition of readiness, direct evacuation, recall, storage, and/or tie down of aircraft for VT-86 as appropriate and comply with the HUREVAC plan contained in reference (g).

16. Uses and Parking of Government Vehicles. VT-86 normally has two vehicles (one truck and one van) which are authorized for use by VT-86 staff personnel for Official Use Only. The vehicles will be parked in designated areas. They shall be secured at the completion of the work day.

17. Key and Lock Control. The Physical Security Officer is designated Key Control Officer and is responsible for all key and lock control functions within the command. Duty officers will administer daily supervision of the key box to include their temporary assignment and verification of return. A key control log and lock box for key storage are maintained in the Ready Room, with all keys properly signed and accounted for at least annually and upon transfer of personnel. Duplicate or replacement keys will be requested by the First Lieutenant with approval of the Physical Security Officer utilizing form NPWC Pensacola 11000/1 (7-85). Keys and combinations shall be afforded the same level of security as the information they protect. They shall not be left unsecured in desks or offices.

18. Protective Lighting. The VT-86 entrance to Hangar 1854 is illuminated with continuous lighting. This lighting illuminates the vehicle parking area and provides protective assistance to the NAS Pensacola security force in preventing illegal intrusion attempts.

19. Communications. Classified information will not be discussed over telephone located in VT-86 offices. Telephonic Threat Complaint forms are located near office telephones in the event a bomb threat is received.

20. ADP Security. The security of all ADP computer equipment against theft and unauthorized use is delineated in reference (m). Violations will be reported immediately to the Staff ADP security Officer.

21. Control of Photographic Equipment. Commanding Officer, VT-86 is responsible for controlling all manner of photography within his jurisdiction. This applies to official and unofficial photographs, regardless of whether the photographers are attached to the Naval service or are private citizens.

a. Private-Own Cameras. Cameras and photographic equipment will be permitted, provided no pictures are taken in restricted areas. Specifically, no photographs will be taken of the following:

(1) Aircraft, or parts thereof, except as authorized by the Operations Officer, Maintenance Control, PAO, or Safety Dept personnel.

(2) Methods or equipment used in training or operation.

(3) Any Antenna (radio, radar, receiving or emitting).

(4) Any equipment inside a controlled access space or building.

b. Unauthorized Photography. In the event any person is apprehended in violation of photography restrictions, the film will be confiscated and forwarded to the NASP Public Affairs Officer who will initiate appropriate action as defined in reference (m).

22. Mail Security. The assigned VT-86 Mail Manager will authorize personnel to collect squadron mail. All Authorized personnel will be security conscious of official and personal mail received in VT-86. With the increase in terrorist violence toward U. S. military activities and personnel, enclosure (4) is designed for use within the command.

23. Emergency Recall. All personnel attached to VT-86 shall provide up-to-date emergency information, including address and phone number. It is the responsibility of each Department Head to maintain and accurate listing of all personnel within the department, and provide current information for command recall rosters.

24. Physical Security Review Committee

a. A Physical Security Review Committee will be formed with members designated in writing by the Commanding Officer and will meet upon his discretion. This committee will have the following responsibilities:

(1) Review all current squadron directives concerning security, and submit recommended changes to the Commanding Officer, via the Executive Officer. The physical security Review Board will also ensure that the spaces of this command are provided adequate security.

(2) Annually review all effective squadron security directives.

(3) Complete and submit security related surveys required by this command or higher authority.

(4) Any other security related responsibilities the Commanding Officer may direct.

b. The Senior Watch Officer (SWO) is designated Physical Security Officer in accordance with references (a) through (q). As the Physical Security Officer, he will chair the Physical Security Review Committee. Other members shall include, but not be limited to:

(1) The Executive Officer

(2) Representatives of any department which may be affected by the actions of the board.

(3) The Operations Officer and Administrative Officer will be advisory members of the Physical Security Review Committee.



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Distribution  
LIST I

### SQUADRON WATCH ORGANIZATION

1. Senior Watch officer. The Senior Watch Officer (SWO) is responsible for the overall supervision training of the Watch organization. The SWO is directly responsible for the indoctrination, assignment, correction and evaluation of the performance of the Command Duty Officer (CDO) and the Squadron Duty Officer (SDO). The Executive Officer will assign the SWO who will normally be the senior O-3 in the squadron. The SWO is usually not a Department Head.

2. Command Duty Officer. The CDO is the direct representative of the Commanding Officer and is responsible for the safe and efficient management of the daily flight schedule. The CDO is responsible for all administrative tasks associated with administering the squadron after working hours. The CDO is responsible to the Operations Officer for flight operations.

a. Qualifications

(1) CDOs shall be pilots or NFOs who have demonstrated sound judgment and familiarity with squadron flight operations. Officers other than designated aviators shall be certified to stand CDO when local flight operations are not being conducted.

(2) CDOs shall be familiar with squadron SOP and should stand two indoctrination watches, one AM and one PM, prior to being designated a CDO. See enclosure (1), CDO Training Plan.

b. Tour of Duty.

(1) The CDO will stand duty in the ready room in the Uniform of the Day or flight suit as authorized by the Commanding Officer.

(2) The CDO watch is as follows:

(a) MON-FRI **CDO AM.** One hour prior to the first launch or no later than 0730 until 1330. **CDO PM.** 1330 until 0730 the next day. The PM CDO will remain in the squadron ready room until last plan on deck. If cross-countries are launched, the CDO will remain at the squadron until the A/C arrive at their final destination. (Friday PM CDO will keep the duty until 0730-0730).

(b) **SAT-SUN-HOLIDAYS 0730-0730.** The CDO will be in the squadron spaces two hours prior to the scheduled land time of the last leg of any returning cross country flights.

c. Duties. The CDO is responsible to the Commanding Officer, Executive Officer, Operations Officer and Safety Officer. The CDO will notify these officers' in all instances of unusual activity.

(1) During normal working hours, after the CDO turnover briefing, the CDO will thoroughly brief the SDO on specific items relating to the watch on that day. The CDO will ensure the SDO has his/her home phone number and/or cell phone number. **Take charge of the duty!** Know the answers to routine questions and plan contingencies for changing situations. Keep the Operations Officer and Assistant Operations Officer informed throughout the day, especially for changes and emergencies.

(2) The CDO shall advise and directly supervise all watch personnel assigned to his watch in matters of policy, general activities, security and safety of the squadron. The CDO is expected to be aware of all current or planned squadron activities and be able to take appropriate action as required.

(3) In times of danger or emergency, take action as appropriate until relieved by the senior officer in the watch chain of command.

(4) Have a working knowledge of all pertinent squadron, wing and station instructions, directives and bills. All CDOs will periodically review these directives.

(5) Inspect the line, hangar, aircraft and watches periodically, especially prior to securing to quarters. Ensure spaces are secured as required.

(6) After completion of the daily routine and after all watches have been briefed and set, the CDO may retire to his quarters provided that he/she is capable of returning to the squadron within 30 minutes and that the SDO is informed of his/her location and telephone number.

(7) Confer with the Executive Officer (or Administrative Officer in the Executive Officer's absence) prior to squadron secure to ascertain if there are any special instructions.

(8) In the event of breaches of security after normal working hours, the CDO shall act as follows:

(a) Spaces unlocked and unoccupied: Secure the spaces and notify the Department Head responsible for the space.

(b) Forced entry: Notify the Commanding Officer, Executive Officer, Department Head and the NASP Security Department.

(9) Ensure that appropriate entries are made in the SDO passdown notebook to provide continuity and ensure a smooth assumption of the duty by the next SDO.

(10) The CDO may release routine messages during his watch, except those pertaining to emergency leave.

(11) Specific permission must be obtained from the Executive Officer for staff officers desiring emergency leave.

(12) When a destructive weather condition is set, the CDO shall review the VT-86 HUREVAC Instruction to ensure all appropriate actions are initiated.

(13) Due to the urgency of the 5-minute voice report required for an OPREP-3 reportable incident, it is imperative that the CDO brief his/her SDO about the OPREP selection of the Mishap Plan (Tab D). It is also imperative that the CDO be very familiar with the contents of the Mishap Plan.

(14) Keep the Ready Room clean! Ensure SDO cleans up the Ready Room and makes coffee periodically during the daily watch.

(15) Review squadron mishap bill for any updates or changes.

(16) Ensure appropriate entries are made in the SDO logbook. This is the squadron's official log book and needs to be updated on a daily basis with any pertinent or unusual events.

(17) Review flight schedule to ensure the flight board and roughs and match the smooth

- (18) Contact VERTEX maintenance to verify possible FCF's (by 0730) and notify designated FCF aircrews.
- (19) Inventory required ODO/SDO publications and action folders.
- (20) Review passdown log.
- (21) Maintain a neat, completed ODO master flight schedule.
- (22) Maintain constant liaison with wingleaders to ensure priority students are assigned aircraft when assets are limited.
- (23) Maintain a working knowledge of current and forecast weather patterns and their potential impact of squadron flight operations.
- (24) Ensure all long distance calls (commercial) are logged in the phone log.
- (25) Notify the Commanding Officer, Executive Officer, and Operations Officer of arrival of any senior officers, VIP's and guests.
- (26) If changes are made to the smooth flight schedules, ensure the Operations Officer and Assistant Operations Officer are informed, either verbally or by note. Ensure affected aircrews are contacted as soon as possible.
- (27) Ensure NAV bags and fuel packets are properly inventoried. SDO will be responsible for issuing the appropriate gear.
- (28) Ensure all instructors indicated completion status of each student on TIMS.
- (29) Upon securing flight operations (last plane on deck or after first stopover of last cross-country flight):
  - (a) Ensure Air Ops Maintenance and base operations are notified.
  - (b) Ensure the completed ODO master flight schedule is complete, accurate, and neatly filled out.

(c) Ensure briefing and operations spaces are secured and lights turned out.

(d) Call Commanding Officer, Executive Officer, and Operations Officer and inform them of last plane on deck.

3. Squadron Duty Officer (SDO).

a. Function. The SDO works directly under the supervision of the CDO. His primary responsibility is to assist the CDO in the safe and efficient execution of squadron operations. He/She will be assigned by the duty strike wingleader with the concurrence of the SWO.

b. Tour of Duty. The SDO will stand duty in the Ready Room in the uniform of the day. The twelve hour duty starts at 0530 and ends at 1730, and 1730 to 0530. During morning turnover, both on-coming and off-going SDO's will report to the Executive Officer for daily briefing.

c. Duties. The SDO will report directly to the Command Duty Officer concerning all matters. He shall:

(1) Receive a proper and complete brief from the DCO and the off-going SDO. **The on-coming SDO shall report for the watch 30 minutes prior to the scheduled time to ensure a proper and complete passdown.**

(2) Familiarize himself with the general responsibilities of watch officers as set forth in the Watch Officer's guide and VT-86 SDO instruction folder.

(3) Stand watch in the Squadron Duty Officer/Ready Room. The SDO may leave his post to make inspections and instruct watchstanders. He will, however, ensure that an officer or the duty driver is present in the duty office during his absence.

(4) Keep the CDO, Operations Officer, Safety Officer, Executive Officer, and Commanding Officer informed (in that order) of any events of importance which occur during his watch. Those events which involve safety, efficiency of the command, casualty, misconduct of personnel, or events that require investigation will be reported.

(5) Receive messages (outside normal working hours) which are intended for the Commanding Officer or Executive Officer. When important issues arise that require departure from established policy or when doubt exists as to the proper course of action to be taken, the SDO shall discuss the subject with the CDO, Operations Officer, Executive Officer or Commanding Officer.

(6) Maintain the squadron logbook. The logbook is a complete daily record describing every circumstance of official, legal, or historic importance or interest concerning the operation and safety of the command. reference (q) gives guidelines for the performance of this duty. **The squadron logbook can be used as admissible evidence in a court of law so treat it as such.**

(7) Conduct inspections of the squadron after normal working hours and weekends. The SDO shall inspect the hangar and squadron offices periodically (at least every two hours), paying particular attention to the fire hazards, material security, and safety items. The SDO shall:

(a) Inspect squadron spaces for security and hazards. A logbook entry shall be made after each tour, indicating that the squadron spaces have been locked and are secure (Enclosure (1)).

(b) Ascertain the location of the Supernumerary and Squadron Duty Driver.

(8) Have a working knowledge of pertinent squadron and wing instructions/notices. He should specifically be familiar

(a) Fire (Reference (o))

(b) Destructive weather (Reference (g))

(c) Emergency recall of personnel (Reference (b))

(d) Death or serious injury to personnel (Reference (r))

(e) Squadron leave policies and procedures (reference (c))

- (f) Aircraft Accidents (Reference (h))
- (g) Hurricane evacuation (Reference (g))
- (h) Energy Conservation (Reference (I))
- (i) Special Requests (Reference (j))
- (k) Bomb threats (reference (j))

(10) Assist the CDO in expecting emergency leave requests and leave extensions after normal working hours.

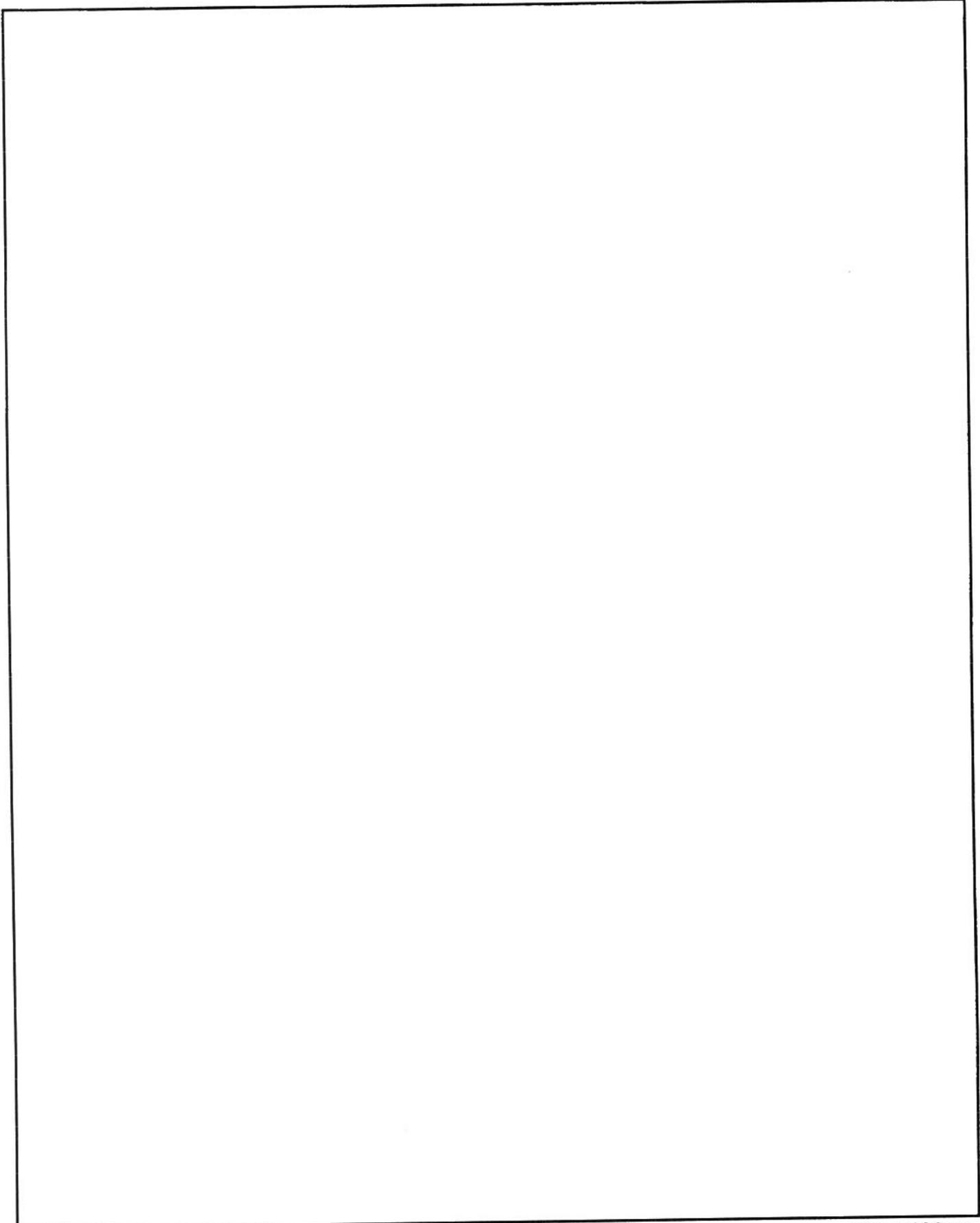
(11) Maintain the leave papers prepared by the Administrative Department and the squadron leave log. Properly check personnel out/in from leave.

(12) Monitor the progress of the flight schedule and complete copies of forwarding, as directed by the CDO.

CDO TRAINING PLAN

1. Instructors who have completed IUT will receive training on the specific duties concerning CDO/ODO. This will include the reading of instructors pertaining to the duties of CDO/ODO. The required reading list is references (p) and (q).
2. Instructors nearing completion of their respective IUT syllabus will be eligible for indoc duties, so as to be available for the CDO Watchbill prior to completion of their IUT. The first indoc watch should be the AM Duty, the second should be the PM duty. The qualified CDO will brief the IUT CDO on the following items:
  - a. DO Administration - The daily routine for CDOs. This brief will specifically point out the difference between AM duties and PM duties.
  - b. CEO Responsibilities.
  - c. Aircraft Mishap Plan - to include OPREP-3 reporting procedures, ground mishaps/personnel injury procedures.
  - d. Physical security.
  - e. Bomb threats.
3. The indoc watches are used to show the IUT the differences between VT-86 procedures and fleet procedures. Prospective CDOs are expected to have some experience in standing duties and common sense will apply.

<p>DEPARTMENT OF THE NAVY</p> <h2 style="margin: 0;">TELEPHONIC THREAT COMPLAINT</h2>		<p><b>IF BOMB THREAT, ASK THE CALLER</b></p> <ul style="list-style-type: none"> <li>● WHEN IS THE BOMB TO GO OFF?</li> <li>● WHERE IS THE BOMB TO GO OFF?</li> <li>● WHAT KIND OF BOMB IS IT?</li> <li>● WHAT DOES THE BOMB LOOK LIKE?</li> <li>● WHERE ARE YOU CALLING FROM?</li> </ul>	
<b>1. COMMAND</b>			
a. Name & Address		b. Phone No.	
<b>2. COMPLAINANT</b>			
a. Name			
<b>3. PERSON RECEIVING CALL</b>			
a. Name		b. Date & Place of Birth	
c. Command Name & Address		d. Phone Number <i>(Work)</i>	<i>(Home)</i>
<b>4. TELEPHONE CALL RECEIVED ON</b>			
a. Phone Number <i>(Include area code)</i>		b. Location	
c. Phone number listed in <i>("X" all that apply)</i>			
<input type="checkbox"/> Unlisted		<input type="checkbox"/> Command Directory	<input type="checkbox"/> Base Directory
<input type="checkbox"/> Other <i>(List)</i>		<input type="checkbox"/> Local Directory	
<b>5. DETAILS OF CALL</b>			
a. Date		b. Day of Week	c. Time
<b>6. CONTEXT OF CONVERSATION</b>			
a. Recipient "		"	
b. Caller "		"	
c. Recipient "		"	
d. Caller "		"	
e. Recipient "		"	
f. Caller "		"	
<b>7. BACKGROUND NOISES</b> <i>(Describe street sounds, voices, music, etc. If more space needed, continue on reverse.)</i>			
<b>8. INFORMATION ABOUT CALLER/VOICE CHARACTERISTICS</b>			
a. Sex	b. Age	c. Race	d. Accent
e. Educational Level		f. Attitude <i>(Calm, Nervous, Serious)</i>	
g. Other			
<b>9. WERE THERE ANY WITNESSES TO THE CALL?</b>		<b>10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER?</b>	
<input type="checkbox"/> No		<input type="checkbox"/> No	
<input type="checkbox"/> Yes <i>(List Name)</i>		<input type="checkbox"/> Yes <i>(List Name)</i>	
<b>11. NOTIFICATION OF AUTHORITY</b> <i>("X" all notified)</i>			
<input type="checkbox"/> CO	<input type="checkbox"/> XO	<input type="checkbox"/> OOD	<input type="checkbox"/> Security
<input type="checkbox"/> NISRA	<input type="checkbox"/> Telephone Co.	<input type="checkbox"/> EOD	<input type="checkbox"/> Fire Dept.



LETTER AND PARCEL BOMB GUIDE

Recognition:

Suspect a letter/parcel bomb if

- \* It has a foreign address or style of writing
- \* It is unbalanced.
- \* It feels springy (handle very gently).
- \* Small wires poke out.
- \* There are pin pricks or holes in the envelope.
- \* It has greasy patches.
- \* It has a strange smell.
- \* It is taped or sealed down all around.
- \* It feels to stiff.
- \* It has an inner sealed enclosure.

What to do:

1. Place the suspect device in a corner of the room, away from windows. Handle it gently and do not turn it over.
2. Evacuate the room, and surrounding areas if necessary.
3. During evacuation, leave doors and windows open.
4. Keep people away from the area.
5. Call Security at Ext. 2-2453.
6. If no reply, call Police Emergency.

If you receive an unexpected or unrequested delivery, phone the senders to an explanation of the contents.

**IF IN DOUBT - DON'T TOUCH!**