NCAH Employee

Physical Security Training

Mission of Security Staff

- Customer Service for Security Issues
- Protection of personnel, information, and assets
- Support APHIS and ARS programs
- Ensure compliance with USDA and Federal Regulations
- Minimize disruption of services – work flow, maintenance, and repair

Employee Security Awareness is…

- A mindset that leads you to recognize unusual behavior/circumstances while going about your regular work day
- Understanding and following security policies and procedures
- Recognizing that **all** employees play a vital role in the success of the security program

Recognizing and Reporting Suspicious People, Packages and Activities

- A suspicious activity is when a person's conduct or action does not fit normal day-to-day activity
- If something looks wrong, it probably is. **"Report It"** to NCAH Security by calling **2222** or **337-7222**
  - **PLEASE program your cell phone**
- If the situation is life threatening, ***NCAH SECURITY*** will contact the police, fire department, or ambulance services immediately (**DO NOT call 911**)
- Read SOP **NCAHSOP0015**: *Reporting Unauthorized or Suspicious Persons and Suspicious Activities*

What to report

- **Try to remember the following information when calling Security:**
  - Is anyone hurt? (Condition of individual(s)?)
  - What happened?
  - Time and place
  - If suspicious activity (description of suspect(s))
  - Any additional details and information

Active Shooter on NCAH Campus

What to do if you hear gunshots or PA announcement….

All Actions are a Personal Judgment – Every situation will be different

Below are the (3) steps to perform in case of an Active Shooter

1. **Run (Evacuate)** – If possible evacuate the area
   - Don’t wait for validation, evacuate regardless even if others don't agree to leave
   - Don’t take anything – Leave personal belongings behind
   - Exit however possible - use doors, windows or any path to escape
   - Help others escape if possible
   - Prevent others from entering an area where the Active Shooter may be located
   - Keep hands visible, follow instructions of any law officer
   - Do not go to your vehicle and try to drive off campus

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2. **Hide** – If you cannot run, (evacuate) safely, hide in room barricading doors
   - Lock door, hide behind large items (Desk or Cabinet) if possible
   - If in a cubical with no door, hide under desk and pull chair near you to block shooters view
   - **Silence Cell Phone** – Remain quiet – Remain Calm
   - Don’t give up and be a victim – stay out of the Active Shooter's view
   - Gather weapons (i.e. stapler, phone, chairs) in case Active Shooter enters area
   - Position for attack, prepare if the shooter is nearby

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3. **Attack** (*Take action against the active shooter only as a last resort*) – If the shooter approaches you
   - Act as aggressively as possible against the Shooter
   - Throw anything (stapler, phone, chair) at them
   - Charge the Shooter (Do **NOT** just stand there)!! – Evidence proves you have a better chance of survival if you defend yourself in any way
   - Yell and commit to take action against the shooter
   - Grab Weapon if possible
   - Take Shooter down if possible
   - Work as a TEAM

- ✓ **Please watch video supported by Homeland Defense and developed by Houston Police Department** http://www.youtube.com/watch?v=5VcSwejU2D0
- ✓ **Additional Active Shooter training course available on AgLearn**

After Hours working on Campus

- After hours and weekend gate entry/exit procedures
  - Main Gate (Open **6am-6pm** M-F)(**8-Noon** Sat)
    - If gate is closed, scan in, after gate opens drive through and **wait for gate to close behind you**.
    - If waiting for gate to close and someone arrives behind you, wait for green light to illuminate before leaving gate
- Notify Security Command Center if working alone. This is for ***your*** safety.
- See **SECSOP0009**: *National Centers for Animal Health Gate Entry and Exit Procedures*

Building Physical Security

- Do not prop open or compromise building or laboratory entrance doors. This creates a critical security vulnerability. To maintain a safe and secure campus, do not prop doors open and if found, close the door and notify Security Guards.

- Ensure to scan the card reader when exiting a door with a reader installed. Do not use the ***Emergency Release button*** unless it is a true emergency. This ensures the Security system is operating properly.

Policy against "Tailgating"

- **What is tailgating?** When a person tags along with another person who is authorized to gain entry into a area; following a person past a card reader without scanning your ID
- **Do not** tailgate, **Do not** allow tailgating
- A curious employee can wander into a lab unintentionally disrupting or even compromising testing and research work
- Tailgating decreases security staff's ability to find you in an emergency situation
- Difficult to know who is and is not authorized to enter an area
- Tailgating is **ONLY** authorized for egress procedures during a **Fire, Tornado, or Emergency**

Card Readers

- When using LincPass to trigger card reader, place LincPass on or against reader for **3 seconds** without moving.
- To ensure you can get to your work area, report malfunctioning card readers and/or door locks to Security to get repair.
- Unreported issues might delay you in getting to your designated area.
- If you forget your LincPass in computer, ask a coworker to escort you back to desk

Card Readers (cont.)

- **Magnetically locked doors** are equipped with an over-ride for use when exiting an area in the **event of an emergency** or when electronic lock does not open or key card fails

USDA Badge Policy

- Always wear and display Identification Badge (ID)
- Think of an ID as your toothbrush – don't share it, and keep it somewhere safe
- Immediately report lost or stolen ID to security
- Replacement badge request through human resources
  - APHIS contact
  - ARS contact
- Carpool Badge ID available for spouse/family member dropping off and picking up
- **SECSOP0006**: Photo Identification Badges

Visitor Policy

- **SECSOP0002:** Procedure for Admitting Visitors states: A visitor is defined as any person that does not have a federally-issued ID with assigned access permissions to the area(s) working in or being visited.

- **All visitors including family/children** must sign in at Front Security Desk. Notify Security Command Center after hours/weekends. Child visitors that are not capable of signing the visitor log must have the NCAH employee escort sign in for them.

- All other Federal employees having business to conduct at the NCAH will be managed as a visitor unless a NCAH badge has been issued or a LincPass has been programed, granting them access to designated locations.

Visitor Policy

- By appointment
- Give notice 24 hours prior to arrival
- SharePoint Visitor Calendar to list visitors

http://ncahsharepoint/cs/ssu/Lists/Visitor%20Calendar/NewForm.aspx

- Notification should include:
  - Employee Name and Phone number
  - Names and affiliation of visitors
  - Group Size
  - Program and building or area visitor will likely be located
  - Arrival and Departure Date and Time
  - Nature of visit
- Check-in upon arrival and check out when leaving
- After hours and weekend visitor requests made through supervisor
- You will be responsible for escorting visitors and contractors

Federal Facility

What is a Federal Facility?

4**0 CFR 246.101 – DEFINITIONS STATES**: A Federal facility is any buildings, installations, structures, land, public works, equipment, aircraft, vessels, and other vehicles and property, owned by, or constructed or manufactured for the purpose of leasing to, the federal government.

Weapons policy

41-CFR 102-74-440 states: Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by 18 U.S.C. 930. Violators will be subject to fine and/or imprisonment for periods up to five (5) years.

Weapons policy (cont.)

What is a Weapon ? A weapon is a device, instrument, material, or substance (animate or inanimate) that is used for or is readily capable of causing death or serious bodily injury, excluding blades of less than two-and-a-half inches in length. Items below are some of examples:

- Firearms, Firearms, parts of, Firearms, and replicas of
- Stun Guns, Tasers, Flare Guns, and Flares
- All items capable of firing a projectile, causing serious bodily injury or death
- Ammunition, Magazines, and Gun Powder
- Improvised Explosive Devices and Materials, Improvised Incendiary Devices and Materials
- Tear Gas
- Edged Weapons (2 ½ in or longer)
- Archery Equipment
- Hazardous Materials
- Flammable Materials
- Handcuffs

Taking Photos

- Use of camera, videos, camera phones and other photographic devices is not permitted in restricted areas without prior authorization.
- Only preauthorized employees are approved to take photos on campus.

Animals

- Animals that do not belong to the NCAH (i.e. personal pets such as cats or dogs) are not allowed on NCAH CAMPUS
- The Code of Federal Regulations **41 CFR 102-74.425** states:

  No person may bring dogs or other animals on Federal property for other than official purposes. However, a disabled person may bring a seeing-eye dog, a guide dog, or other animal assisting or being trained to assist that individual.

Access Control

- Access requests to restricted spaces are made through your supervisor
- Approval of access may be contingent on
  - Completion of required area-specific training,
  - Completion of background checks
  - Need based on performance of job duties
- Hard key requests sent to Facilities Chief Engineer
- Key-card access requests sent to:

Jake Ross(x7062), SSU Security Specialist

Guard Force

- On site **24** hours a day, **7** days a week, **365** days a year for assistance
- Part of NCAH emergency response team
- Locations of Security Guards / Security Staff
  - Lobby Building 20
  - Command Center north of cafeteria on first floor

Contact Information

NCAH Security Staff

Jeff Harestad, Safety and Security Unit Leader 337-7971

Bob Steffes, Security Manager, 337-6835

Jake Ross, Security Specialist, 337-7062

Security locations

Lobby

Security offices, 1st floor and north 3rd floor northeast corner

Security Phone Numbers

Security Command Center, **337-7138** or **337-7139**

Emergency X2222 or 337-7222

Lobby 337-7600