



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 3300.1A
N00
11 May 16

NSTC INSTRUCTION 3300.1A

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND ANTITERRORISM PLAN

Ref: (a) DODI 2000.16
(b) USNORTHCOM INST 10-222
(c) OPNAVINST 3300.53 (series)
(d) USFF AT OPOD 3300-13
(e) NAVREGMIDLANTOPORD AT-3300.1
(f) NAVSTAGLAKESINST 3300.1 (series)
(g) NAVSTAGLAKESINST 3440.17 (series)
(h) NETCINST 5530.2 (series)

Encl: (1) [Antiterrorism](#)
(2) [Bomb Threat Procedures](#)
(3) [Telephonic Threat Complaint Form OPNAV 5840/8](#)
(4) [Mailroom Operating Procedures for Suspicious Packages
And Letters](#)
(5) [Suspicious Package Mail Indicators Poster](#)
(6) [FPCON Levels/DOD Terrorist Threat Level Information](#)
(7) [Active Shooter](#)
(8) [Active Shooter Poster](#)

1. Purpose. To provide Anti-Terrorism (AT) policy and guidance in the execution of Naval Service Training Command's (NSTC's) AT plan in accordance with the AT requirements outlined in references (a) through (h).

2. Cancellation. NSTCINST 3300.1.

3. Scope. This AT plan applies to NSTC personnel in Great Lakes at Buildings 1 and 3400. NSTC Officer Development and Citizenship Development personnel shall follow Naval Education and Training Command guidance. Subordinate units shall maintain AT plans for their respective commands.

4. Background

a. The AT program is designed with the means and measures to fulfill AT requirements, safeguard personnel, and protect property.

b. The AT program includes:

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

(2) Instituting AT situational awareness and security responsibilities.

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

(4) Integrating this plan with the installation AT plan as required by references (a) through (h).

5. Action

a. All NSTC personnel defined above are required to read and follow this instruction, including enclosures (1) through (8).

b. Each department director and Command Duty Officer (CDO) shall maintain a copy of this instruction for immediate reference.


R. J. FINK
Deputy Director

Copy to: (NSTCINST 5216.1B)
Lists 1 and 3

11 May 16

Antiterrorism

1. Responsibilities

a. Commander, Naval Service Training Command (NSTC) supports the Installation Commanding Officer (ICO) with AT responsibilities.

b. The ICO is responsible for maintaining good order and discipline within the grounds and buildings of the installation.

c. The NSTC Antiterrorism Officer (ATO) shall be an active participant in the installation AT Working Group (ATWG) and Threat Working Group.

d. NSTC personnel shall follow the guidelines set by the ICO and reference (f).

e. NSTC personnel shall complete CENECFOR-AT-010-1.0 Antiterrorism Level 1 training CNIC-TRTAS-1.1 11/Training and Readiness - The Active Shooter training via Total Workforce Management Services (TWMS) or Navy Knowledge Online (NKO) website. Antiterrorism Level 1 and Active Shooter training are required every fiscal year, and the NSTC ATO will require that personnel refresh this training no later than (NLT) 31 January of each year.

2. FPCON Levels and Measures

a. Reference (a) provides guidance and policy for FPCON measures of execution.

b. Enclosure (6) provides general information on FPCON measures.

c. Building 1 site specific FPCON measures are maintained by the Naval Station Great Lakes (NSGL) ATO.

3. Random Antiterrorism Measures (RAM). The NSTC RAM Program is used to enhance NSTC FPCON measures.

a. RAMs serve as a tool to enhance the security of NSTC and changes the security posture within the command.

b. The NSTC ATO will develop a quarterly RAM schedule.

4. Emergency actions. In the event of a terrorist incident, NSTC will follow guidance and procedures contained in this plan

11 May 16

and references (f) and (g) to evacuate facilities, Shelter in Place (SIP), implement lockdown procedures, and implement FPCON Alpha, Bravo, Charlie, and/or Delta measures. All NSTC personnel shall know and distinguish between each of the following emergency action terms:

a. SIP

(1) SIP is a short-term protective action taken where personnel remain inside with doors and windows closed. The decision to SIP will be based on the most current available information that, due to events around Building 1 or on the installation, indicates it is safer for personnel to remain inside.

(2) Personnel should understand that the order to SIP due to severe weather is very different from SIP for an active shooter.

(3) The following events could lead to the decision to SIP:

- (a) Destructive Weather;
- (b) Civil Disturbance;
- (c) Hazardous Material (HAZMAT) incident;
- (d) Chemical Biological Radiological Nuclear High Yield Explosive (CBRNE) incident;
- (e) Bomb Threat/Suspicious Package; or
- (f) Other emergency incident as directed by the ICO.

b. Lockdown. A lockdown occurs when there is a threat to the installation. It is a temporary sheltering technique utilized to limit exposure to a threat, usually an Anti-Terrorism Force Protection (ATFP) incident.

(1) When alerted, NSTC personnel will lock all doors and windows, barring entry or exit to anyone until "all clear" is sounded. A lockdown can last from a few minutes to several hours, depending on the situation.

(2) The following events could lead to lockdown:

- (a) Active shooter (AS);

11 May 16

(b) Gate runner;

(c) Out of control person who is a threat to the safety of personnel or himself/herself;

(d) An intruder; or

(e) Other emergency incident as directed by the ICO.

c. Evacuation.

(1) During an evacuation, NSTC personnel shall move away from the threat or actual occurrence of a hazard.

(2) The most common equipment in buildings to facilitate emergency evacuations are fire alarms, exit signs, and emergency lights.

(3) The following events could lead to an evacuation:

(a) Storm;

(b) Fire;

(c) Flood;

(d) Approaching weather system; or

(e) Situations involving HAZMAT.

(4) The NSTC CDO will ensure that all personnel exit the premises when required, in an orderly fashion, to the grass roundabout behind Building 1. Building 3400 personnel shall muster in the parking lot west of the building. If these areas cannot be accessed safely, the secondary muster location for Building 1 personnel is Ross Field or an alternate location as assigned. For Building 3400 personnel, the secondary muster location is the Navy Exchange parking lot or an alternate location as assigned.

(5) Department directors and special assistants are responsible for mustering their civilian and military personnel. Department directors will report the muster status to the NSTC CDO in person or by calling the CDO cell at 847-513-1814. NSTC CDO will report muster results to the NSTC Chief of Staff and NAVSTA CDO. If conditions permit, the NSTC CDO will ensure that sensitive materials are properly stored, electrical power is turned off, and windows and doors are shut.

11 May 16

(6) Supervisors of handicapped employees will ensure their safe evacuation by having someone assigned to assist the handicapped employee(s) during an emergency situation.

(7) In accordance with references (b) and (f), evacuation plans and routes shall be posted by the ATO, including a mustering point for command personnel.

11 May 16

BOMB THREAT PROCEDURES

1. Discussion. To avoid loss of life and/or damage to NSTC, it must be assumed that any bomb threat is not a hoax and shall be treated as a real threat. Major disruptions to normal operations are not desired, but each threat must be treated seriously.

2. Actions

a. An individual receiving bomb threat will:

(1) Notify the NSGL Local Dispatch Center (LDC) at (847) 688-3430/6902 or on the emergency line at 3333.

(2) Complete enclosure (3), the Telephonic Threat Complaint form. Department directors shall ensure a copy of enclosure (3) is posted prominently next to each phone or is easily accessible.

(3) Provide the responding installation Naval Security Force (NSF) personnel with details of the telephone call.

(4) Make a full written record of the conversation and impressions based on the information annotated on enclosure (3).

b. NSTC CDO will:

(1) Ensure that personnel proceed to the designated muster point as described above, if evacuation is necessary. If this area cannot be accessed safely, personnel shall muster at the secondary muster location.

(2) Ensure the building is evacuated in the same manner as a fire, hold muster at the designated muster point and await the approval of the NAVSTA CDO to authorize re-entry to the building after the incident has been cleared by the Incident Commander (IC).

(3) Ensure evacuation route diagrams, with identified muster areas, are posted in each NSTC office space, in accordance with (IAW) references (b) and (f),

11 May 16

DEPARTMENT OF THE NAVY TELEPHONIC THREAT COMPLAINT		IF BOMB THREAT, ASK THE CALLER <ul style="list-style-type: none"> • WHEN IS THE BOMB TO GO OFF? • WHERE IS THE BOMB TO GO OFF? • WHAT KIND OF BOMB IS IT? • WHAT DOES THE BOMB LOOK LIKE? • WHERE ARE YOU CALLING FROM? 	
1. COMMAND			
a. Name & Address		b. Phone No	
2. COMPLAINANT			
a. Name			
3. PERSON RECEIVING CALL			
a. Name		b. Date & Place of Birth	
c. Command Name & Address		d. Phone Number (Work) (Home)	
4. TELEPHONE CALL RECEIVED ON			
a. Phone Number (Included area code)		b. Location	
c. Phone Number listed in (*x* all that apply)			
<input type="checkbox"/> Unlisted <input type="checkbox"/> Other (list)		<input type="checkbox"/> Command Directory <input type="checkbox"/> Base Directory <input type="checkbox"/> Local Directory	
5. DETAILS OF CALL			
a. Date	b. Day of Week	c. Time	
6. CONTEXT OF CONVERSATION			
a. Recipient			
b. Caller			
c. Recipient			
d. Caller			
e. Recipient			
f. Caller			
7. BACKGROUND NOISES (Describe street sounds, voices, music, etc. If more space is needed, continue on reverse.)			
8. INFORMATION ABOUT CALLER/VOICE CHARACTERISTICS			
a. Sex	b. Age	c. Race	d. Accent
e. Educational Level		f. Attitude (Calm, Nervous, Serious)	
g. Other			
9. WERE THERE ANY WITNESSES TO THE CALL? <input type="checkbox"/> No		10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER? <input type="checkbox"/> No	
<input type="checkbox"/> Yes (List name)		<input type="checkbox"/> Yes (List name)	
11. NOTIFICATION OF AUTHORITY (*x* all notified)			
<input type="checkbox"/> CO <input type="checkbox"/> XO <input type="checkbox"/> OOD <input type="checkbox"/> Security <input type="checkbox"/> NISRA <input type="checkbox"/> Telephone Company <input type="checkbox"/> EOD <input type="checkbox"/> Fire Dept			
OPNAV 352746 (12-62)		SN 0107-LF-005-2746	
		BMRF2208	

Figure (1): Telephonic Threat Complaint Form

11 May 16

MAILROOM OPERATING PROCEDURES FOR SUSPICIOUS PACKAGES AND LETTERS

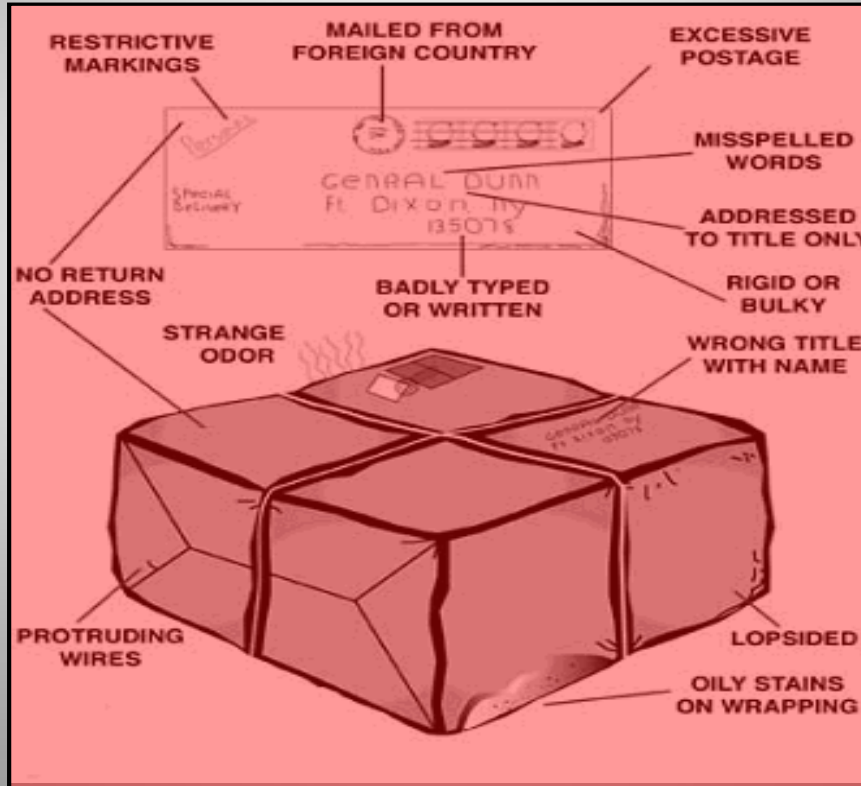
1. Action. Every effort should be made by NSTC personnel to examine each piece of incoming mail to look for suspicious characteristics. Supervisors shall post enclosure (5) in all mail rooms and office spaces to be used as a quick reference guide to aid in identifying a suspicious package. Anyone who identifies a suspicious package/mail shall not touch it and immediately notify the NSGL LDC at (847) 688-3430/6902 or on the emergency line at 3333. All NSTC personnel should know who to contact in case of emergency. A list of emergency phone numbers shall be available to all assigned to NSTC. Supervisors shall also post a list of emergency phone numbers within the mailroom and each office space.

a. If a suspicious item is identified and evacuation is required, NSTC personnel shall muster in the designated area as describe above. If this area cannot be accessed safely, personnel shall muster in the secondary muster location.

b. In some circumstances, personnel may be instructed to SIP. In the case of a suspicious package in Building 1, the SIP designated space for NSTC personnel is Room 239 (NSTC Command Conference Room) and for NSTC Building 3400 personnel, SIP in Room 201A.

c. NSTC mail handlers will be trained on indicators identifying suspicious packages/mail per NSGL ATP and references (b) and (d).

Suspicious Package indicators



Suspicious Package/Mail Indicators

11 May 16

FPCON LEVELS/DOD TERRORIST THREAT LEVEL INFORMATION1. Discussion

a. This enclosure describes the DoD FPCON system and terrorist threat level that will be used by Building 1 personnel during times of increased readiness.

b. FPCONs are supported by references (a), (d), and (e) and provide a management system appropriate for the existing threat.

c. FPCON levels should be posted in staff spaces to keep personnel informed of current status.

d. Current information regarding FPCON conditions can be obtained by contacting the installation ATO.

e. NSTC Building 1 personnel will be alerted to any increase in FPCON, Threat Level, and provided instructions, via electronic mail, Computer Desktop Notification System (CDNS), message, or during an NSGL emergency ATWG meeting.

f. The DoD FPCON progressively increases protective measures implemented by the DoD components in anticipation of or in response to the threat of terrorist attack.

g. The FPCON is the principal means through which commanders apply an operational decision on how to best guard against the terrorist threat.

h. These FPCON measures assist commanders in reducing the risks of terrorist attacks and other security threats to DoD personnel, tenant commands, and activities.

2. FPCON Levels

a. The DoD FPCON consists of five progressive levels of increasing AT protective measures. The circumstances that apply and the purposes of each protective posture are as follows:

(1) FPCON NORMAL. Applies when a general global threat of possible terrorist activity exists and warrants a routine security posture. At a minimum, access control will be conducted at all DoD installations and facilities;

(2) FPCON ALPHA. Applies when there is an increased general threat of possible terrorist activity against personnel

11 May 16

or facilities and the nature and extent of the threat are unpredictable. ALPHA measures must be capable of being maintained indefinitely;

(3) FPCON BRAVO. Applies when an increased or more predictable threat of terrorist activity exists. Sustaining BRAVO measures for a prolonged period may affect operational capability and military-civil relationships with local authorities;

(4) FPCON CHARLIE. Applies when an incident occurs or intelligence is received indicating some form of terrorist action or targeting against personnel or facilities is likely. Prolonged implementation of CHARLIE measures may create hardship and affect the activities of the unit and its personnel; and

(5) FPCON DELTA. Applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is imminent. This FPCON is usually declared as a localized condition. FPCON DELTA measures are not intended to be sustained for an extended duration

3. Terrorist Threat Levels

a. DoD uses four threat levels to define the degree to which the environment is conducive to conducting terrorist operations in a specific country, region or locale by using the factors and elements described below.

b. The four threat levels are high, significant, moderate, and low.

(1) High. Anti-U.S. terrorists are operationally active and use large casualty producing attacks as their preferred method of operation. There is a substantial DoD presence and the Operating Environment favors the terrorist.

(2) Significant. Anti-U.S. terrorists are present and attack personnel as their preferred method of operation or a group uses large casualty producing attacks as their preferred method but has limited operational activity. The operating environment is neutral.

(3) Moderate. Terrorists are present but there are no indications of anti-U.S. activity. The operating environment favors the U.S.

11 May 16

(4) Low. No group is detected or the group activity is non-threatening.

4. Warning Report. A report issued by the Defense Intelligence Agency (DIA) when a terrorist group is operationally active and U.S. interests are specifically targeted. A warning report may be issued at any threat level. A warning report is issued when credible specific targeting information is obtained and is formally linked to the methodology.

5. Action

a. Upon declaration of an FPCON level by Commander, Navy Region Mid-Atlantic (CNRMA) or the ICO, all listed security measures for that FPCON level shall be implemented immediately by NSTC unless waived in writing by competent authority. References (a) and (d) provide guidelines for FPCON waivers.

b. NSTC will implement NAVSTA FPCON measures contained in Appendix 4 to Annex C of reference (f) when directed. The NSTC CDO will notify the NAVSTA CDO of FPCON level attainment.

11 May 16

ACTIVE SHOOTER1. General

a. An AS is one or more individuals who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others.

b. An AS's overall objective appears to be mass murder, rather than other criminal conduct, such as robbery or hostage taking.

c. ASs include anyone who uses any other deadly weapon (knife, club, bow and arrow, explosives, etc.) to systematically or randomly inflict death or great bodily harm to people.

2. Discussion

a. AS is a viable threat on and off the installation and NSTC personnel need to remain vigilant and report any suspicious activities to NSF, NCIS, and/or local law enforcement authorities.

b. AS situations are unpredictable and evolve quickly. Because AS situations are often over within 10 to 15 minutes, before the NSF arrives on the scene, NSTC personnel must be prepared both mentally and physically to deal with an AS situation.

3. Action. If any individual hears shooting, NSTC personnel shall, IAW enclosure (8), take the following actions:

a. Evacuate. If there is an accessible escape path, attempt to evacuate the premises. Have an escape route and plan in mind. Evacuate regardless of whether others agree to follow. Leave your belongings behind. Help others escape, if possible. Do not attempt to move wounded people. Prevent individuals from entering an area where the AS may be. Call 911 when you are safe. Inform law enforcement or 911 operator of the following:

- (1) Location of the AS;
- (2) Number of shooters, if there is more than one;
- (3) Physical description of shooter(s);

11 May 16

and (4) Number and type of weapons held by the shooter(s);

(5) Number of potential victims at the location.

b. Hideout/Lockdown. When an AS is in your vicinity:

(1) Lock the door;

(2) Silence your cell phone and/or pager;

(3) Turn off any source of noise (e.g., radios, televisions);

(4) Hide behind large items (e.g., cabinets, desks); and

(5) Remain quiet.

c. Take Action. Take action against the AS as a **last resort** and only when your life is in imminent danger.

a. Attempt to disrupt and/or incapacitate the AS shooter by:

(1) Acting as aggressively as possible against the AS;

(2) Throwing items and improvising a weapon(s);

(3) Yelling; and

(4) Committing to your actions.

5. Training. Per reference (f), all NSTC personnel shall complete CNIC-TRTAS-1.1 11/Training and Readiness - The Active Shooter training module annually via TWMS or NKO.

11 May 16

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

3. TAKE ACTION

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT IS
SAFE TO DO SO**

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes



Contact your building management or human resources department for more information and training on active shooter response in your workplace.