

United States Department of Commerce

Office of Security

Orientation Briefing

Security is Everyone's Responsibility!

Working together to make the
Department of Commerce
a more secure environment for all.

Security Awareness

The Department of Commerce has over 60,000 employees, contractors and other affiliates throughout its facilities, but only 140 individuals working in the Office of Security.

Your security is based on the eyes, ears, and intuition of all DOC personnel.

If you see anything suspicious, unusual or out of place, report it immediately to your security office!

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Investigations into terrorist attacks, such as 9/11 and the Oklahoma City bombing, revealed that people had observed suspicious behavior, but did not report it.

It is everyone's responsibility to be observant and report any suspicious behavior.

Office of Security's Responsibilities

Establishing policies and procedures for:

- Protection of Department personnel, facilities, and property
- Emergency actions and preparedness
- Threat analysis and security risk assessments
- Personnel security
- Safeguarding classified documents/information
- Communications security
- Operations security
- Department-wide compliance with security policies and procedures
- Security education, awareness, and training

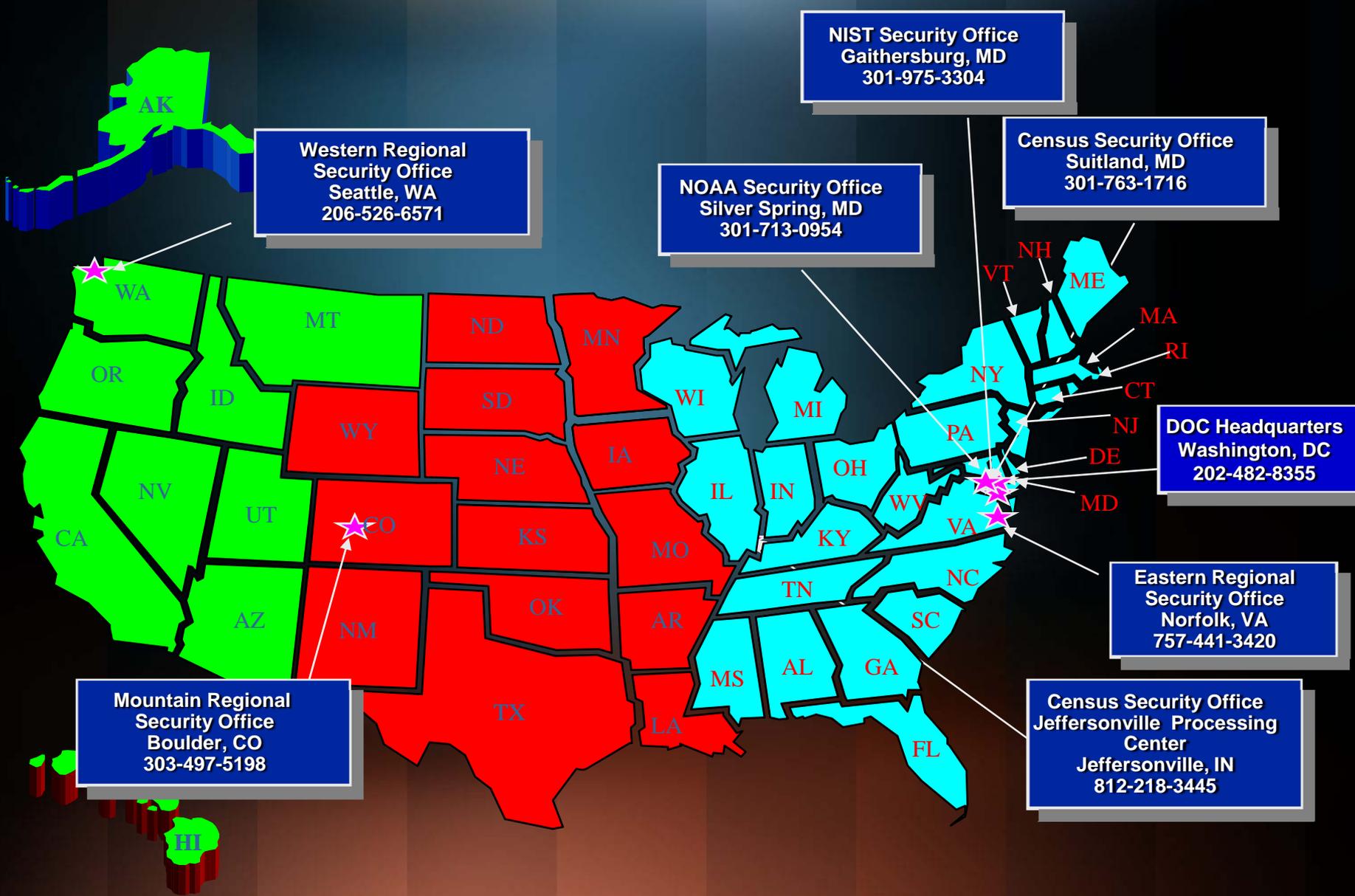
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Homeland Security Threat Levels:



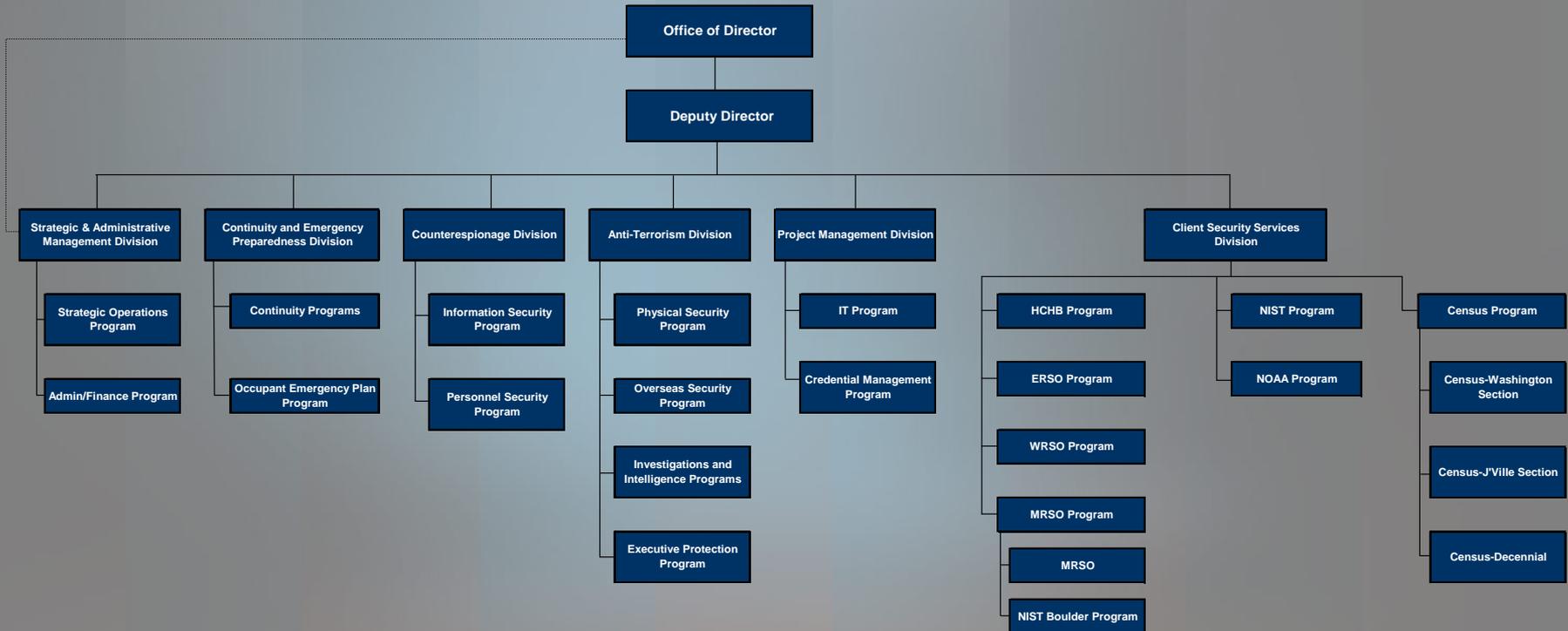
- **Red** = Severe, reflects a severe risk of terrorist attacks
- **Orange** = High, means high risk of terrorist attacks **current situation**
- **Yellow** = Elevated, means significant risk of terrorist attacks
- **Blue** = Guarded, means general risk of terrorist attacks
- **Green** = Low, means low risk of terrorist attacks

Office of Security Regional Distribution



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Office of Security Organizational Chart



Security is Everyone's Responsibility!

Eastern Region Security Office (ERSO)

Norfolk Federal Building

200 Granby St, Rm 407

Norfolk, VA 23510

Telephone: (757) 441-3620

E-mail: easc.allsec@noaa.gov

Hours of Operation:

8:00am to 4:00pm, Mon. - Fri.

ID Card Issuance

Clearance/Visit Authorization

Investigative Processing

Special Events Security Coordination

Customer Support and Assistance

Debriefings (Non-Special Access)

Foreign National Visitor Processing

Compliance Reviews

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Anti-Terrorism Division

Protects Departmental personnel, assets and activities against diverse threats.

- Provides security-related intelligence to senior decision-makers
- Conducts or coordinates investigations to identify, assess and manage mission-critical threats to Departmental functions
- Manages domestic & international physical security risk assessment programs
- Directs the Foreign National Guest/Visitor Program
- Provides executive protection worldwide for the Secretary of Commerce

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Continuity and Emergency Preparedness Division

Prepares the Department of Commerce to respond effectively to emergency situations.

- Ensures the safety and welfare of DOC occupants and properties by planning for all possible emergencies through the Occupant Emergency Plan (OEP)
- Manages the Emergency Operations Center (EOC), the hub for all emergency communications and coordination within the Department for safety and security incidents
- Maintains Continuity of Operations (COOP), an effort within individual executive departments and agencies to ensure that primary mission-essential functions continue to be performed during a wide range of emergencies
- Maintains Continuity of Government (COG), a coordinated effort within the Federal Government's Executive Branch to ensure that national essential functions continue to be performed during a catastrophic emergency

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Counterespionage Division

Provides policies and operational support concerning National Security Information (NSI).

- Manages the issuance and renewal of individual security clearances through the Personnel Security (PERSEC) program
- Provides support and enforcement of the proper handling of classified NSI through the Information Security (INFOSEC) program
- Provides guidance for the proper communication of NSI, through the Communication Security (COMSEC) program

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Emergency Response Team (ERT)

- Volunteers in your facility
- Provided training and equipment
- Assist occupants with evacuation and shelter-in-place
- Recruiting

Emergency Procedures

- Evacuation
- Shelter-In-Place (SIP)
- Lockdown



During emergency situations, each of us must demonstrate the utmost in human compassion and leadership by looking out for others and helping all those in need of assistance.

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Evacuation

If the emergency requires us to **EVACUATE** the building, you will be required to:

- Secure classified material, grab personal items (keys, ID, etc.) close office door, and turn off lights
- Exit the building (know your stairway)
- Proceed to your predetermined Rally Point within your designated Assembly Area
- Report to your supervisor

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Shelter-In-Place (SIP)

When the emergency requires us to SHELTER-IN-PLACE you will be required to:

- Close windows and turn off stand-alone ventilation units
- Secure classified material, grab personal items (keys, ID, etc.), close office door, and turn off lights
- Proceed to an INTERIOR hallway/room without any windows
- Follow the directions of your supervisor and emergency personnel

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Lockdown

When the emergency requires us to **LOCKDOWN** you will be required to:

Lockdown occurs when management is aware that a person inside the building has intent to commit a violent act

- Get out of the hallway, or other common areas
- Proceed to nearest office
- Lock office doors and turn lights off
- Do not open office doors for anyone
- Follow the directions of your supervisor and from the Emergency Operations Center

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Continuity of Operations (COOP)

- Each organization has a COOP Plan
- Bureaus are stand-alone
- Office of the Secretary (OS) organizations create COOP Support Plans that become appendices to the overall OS COOP Plan
- Know your role – are you a member of the Emergency Response Group (ERG)?

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ACCESS CONTROL

- The Facility Manager is ultimately responsible for access control at your facility
 - All facility keys for access are accountable and should be signed out accordingly
 - An annual key inventory should be accomplished

FOREIGN NATIONAL ACCESS CONTROL

- Foreign National visitor access must be reported to ERSO prior to their arrival, in accordance with DAO-207-12
 - Foreign National Visitors (3 or fewer days) must be reported to ERSO no later than one full business day prior to visit
 - Foreign National Guests (more than 3 days) must be reported to ERSO 30 calendar days prior to visit

Property Control

- Do not remove property from your facility unless you have a property pass signed by the property custodian
- When removing property (laptops, camera, etc.) ensure it is properly labeled
- Conduct an annual property inventory.
- In the event inventoried items are lost or stolen, report via your department and complete an incident report for the Eastern Region Security Office.

Security is Everyone's Responsibility!

Help safeguard America's assets and information.

- Be alert!
- Use common-sense precautions.
- Team with co-workers to prevent crime.
- Understand the risks.
- Report suspicious activities!

Be familiar with the information in this presentation!

Questions?

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