

Pentagon Building Security and Emergency Procedures Guide

Developed by the Pentagon Force Protection Agency to assist Department of Defense employees in understanding security procedures and how to handle emergency situations.



**Pentagon Force Protection Agency
9000 Defense Pentagon
Washington DC 20301-9000**

**Emergency Phone: (703) 697-5555
TDD 693-7008**

Table of Contents

<u>Section</u>	<u>Page number</u>
Introduction	4
Building Access Procedures	4
Accepted Identification Cards	5
Access Hours, Escort Privileges, and Inspections.....	6
Security Awareness Briefing.....	7
Replacing Building Passes.....	8
Visitor and Escort Procedures	8
Building Security Hours	8
Package Inspection Procedures	8
Emergencies	9
Receiving A Threat.....	9
Fire and Smoke.....	10
Pentagon Fire Alarm System.....	10
Medical Emergencies	10
A-B-C of Mouth-to-Mouth Breathing	11
Civil Disturbances	11
Criminal Incident.....	12
Antiterrorism/Force Protection Highlights	13
Homeland Security Advisory System.....	13
Suspicious Activity Reporting.....	13

Table of Contents (cont'd)

<u>Section</u>	<u>Page number</u>
Antiterrorism Awareness Training	14
Chemical, Biological, Radiological, and Nuclear (CBRN) Emergencies	15
Chemical Agent Exposure Symptoms	15
Biological Agent Exposure.....	15
Evacuation	16
Evacuation and You	16
Responsibilities	17
Pentagon Police Department	17
Your Responsibility During an Emergency.....	17
Final Note	19
Pentagon Police Department Letter and Parcel Bomb	20
Recognition Points	
Pentagon Force Protection Agency Threat Information Card	21

Introduction



This handout was prepared to assist Department of Defense (DoD) personnel located in the Pentagon to understand security and emergency procedures and their roles during an emergency, and to identify sources of assistance.

All emergencies shall be reported to the Pentagon Police Department (PPD) immediately.

- **EMERGENCY PHONE NUMBER** 703-697-5555
- **Telephone Device for the Deaf (TDD) Emergency Phone Number:** 703-693-7008
- Non-Emergency Phone Number 703-697-1001
- On-Duty PPD Watch Commander 703-697-4151
- Building Manager 703-697-7351

The PPD is responsible for coordinating with other emergency services agencies (police, fire, and emergency medical).

Building Access Procedures



Access to the Pentagon is covered by provisions of Administrative Instruction 30 (AI 30), and is restricted in order to ensure the orderly and secure conduct of DoD business. Admission to the building shall be limited to employees and other persons with proper authorization. Authorized building passes, identification cards or escorts are required to gain admittance to and remain within the Pentagon. Building pass holder will insert or swipe their DoD building pass into the card reader mounted on turnstiles when entering and leaving the building. Building passes must be displayed/worn at all times above the waist while in the building.

- From 0600 to 2000 hours, Monday through Friday, except holidays, a valid DoD building pass is required to gain access to the building.
- From 2000 to 0600 hours, Monday through Friday, and all day Saturdays, Sundays, and holidays, a valid DoD building pass annotated "PNT" or "NCR" is required for admittance. Personnel possessing a DoD building pass for a building other than the Pentagon or accepted identification cards shall be admitted only after approval of the office to be visited and must be escorted in the building.
- Admittance to restricted or security areas within the building shall be in accordance with the security procedures prescribed by the tenant component.
- Between 2000 and 0600 hours, Monday through Friday, and all day Saturdays, Sundays, and holidays visitors without a valid DoD Pass will be required to sign in on a visitors' register at the police desk at building entrances, display a visitor pass, and must be escorted at all times by the person they are visiting while in the building.
- PPD Officers may randomly direct people to pass through the metal detector and submit their hand carried items for screening. Screening measures will intensify during

periods when force protection conditions (FPCON) are escalated to higher levels (i.e. FPCON ALPHA or above). Persons who refuse to submit to screening will be denied entry to the building.

The rest of this page was intentionally left blank.

Access Hours, Escort Privileges, and Inspections

TYPE OF PASS	ACCESS HOURS	ESCORT PRIVILEGES	METAL DETECTOR & X-RAY INSPECTION REQUIRED
DD Form 1466 - White Background (Stamped PNT or NCR)	24 Hours, All Days	Yes	Random
DD Form 1466 - White Background (Stamped for other DoD Buildings)	0600-2000, Mon-Fri *	Yes Note 1	Random
DD Form 1466 - Pink Background (Stamped PNT or NCR)	24 Hours, All Days	Yes Note 1	Random
DD Form 1466 - Pink Background (Stamped for other DoD Buildings)	0600-2000, Mon-Fri *	Yes Note 1	Random
DD Form 1466 - Blue Background	24 Hours	No Note 3	Random
DD Form 1466 Tan Background	0600-2000, Mon-Fri	No	Yes
DD Form 2 (Active) or Common Access Card (CAC)	0600-2000 Mon-Fri	No Note 4	Yes
Intelligence Community Badge	24 Hours	No Note 2	Random

***Excluding Holidays**

Note 1: Passes with “NE” (No Escort) do not have escort privileges.

Note 2: Will be issued a visitor pass, “No Escort Required” after two forms of identification are presented.

Note 3: May escort other Media personnel who have Media credentials.

Note 4: This applies only to active duty and government civilian bearers of the CAC. Contractor and foreign CAC holders are not authorized.

Security Awareness Briefing. All employees, cleared and uncleared, should know their Security Managers and how to reach them. Prior to issuing applicants a DoD Building Pass Request, the Authorizing Official (the person authorizing a individual to receive a building pass) must ensure that the applicant has received a security awareness briefing, to include as a minimum, the following ten items. The Security Manager is responsible for and oversees the security program and should be able to answer any further questions.

TEN RULES TO REMEMBER

- 1. PASSES** shall be worn by employees and visitors at all times while in the Pentagon. Passes should be visible at all times and worn above the waist. Every employee should be aware that passes with a white background are issued to government personnel; pink - contractor employees; tan - foreign visitors; and blue with "PRESS" - members of the news media. Employees also have a responsibility to stop and/or report any individual not displaying a proper pass to PPD (703-697-5555). Lost passes should be reported immediately to the PFPA Building Pass Office (703-695-5923).
- 2. ESCORTS** of Pentagon visitors may not leave their visitor(s) at any time. Confront and/or report unescorted visitors to PPD (703-697-5555).
- 3. CLASSIFIED DOCUMENTS** should not be removed from the Pentagon without a proper courier card and without proper packaging and protection. Inside the Pentagon, no material may be carried outside office spaces unless it is also properly covered and safeguarded. All classified material must be stored in a GSA approved storage container or an approved storage container or an office or room approved for open storage. Classified material must be disposed of in accordance with Administrative Instruction 30 (AI 30), Security for the Pentagon Reservation.
- 4. SECURE TELEPHONES/CELLULAR PHONES** may only be used to discuss classified information. Certain itmes are prohibited or have special requirements when brought into Sensitive Compartmented Information Facilities (SCIFs). Examples include cellular phones, two-way pagers, personal organizers and other devices known as "palms." If you carry these types of devices, before entering a SCIF, consult with your Security Manager for information regarding the requirements of that individual SCIF.
- 5. FAXES** - classified material should only be transmitted between secure fax machines.
- 6. COMPUTERS** - classified material may only be processed on approved secure computers. All approved computers and diskettes must be clearly marked and with the appropriate security labels. Personally owned computers may never be used to process classified material.
- 7. PHOTOCOPIERS** - classified material must be properly marked and may only be copied on approved photocopiers and/or reproductive equipment.
- 8. DISCUSSION OF CLASSIFIED SUBJECTS AND MATERIALS** is only allowed in approved/secure areas. Discussions of classified materials in the Pentagon hallways, dining areas, Center Court, POAC, or in private vehicles during commutes to and from the Pentagon is strictly prohibited.
- 9. SUSPICIOUS PERSONS AND/OR CIRCUMSTANCES** should be immediately reported to the PPD (703-697-5555).
- 10. KNOW YOUR SECURITY MANAGERS** and how to reach them.

Replacing Building Passes

If your building pass is lost, stolen, destroyed, damaged or faded, you can go directly to the Access Control Division office for replacement without paperwork. You will need to show some form of identification at that time, (either the old badge if you still have it or other official identification such as a valid driver's license) prior to receipt of a new badge. Your old badge, if you still have it, should be turned into the Access Control Division office located off the concourse at the Metro entrance. In the event of a name change or expiration of your badge, you will be required to go to your security manager/authorized official for your organization. Your security manager/authorized official will complete a DD 2249 Building Pass Request form for you to bring to the Pass Office for issuance of a new badge.

Visitor and Escort Procedures

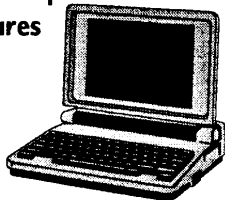
During normal duty hours, (0600 to 2000 hours Monday through Friday, except holidays), persons having official business to transact and other visitors who do not possess a DoD building pass, shall be admitted only after coordination between PPD and the office to be visited, resulting in approval. Such persons shall be met at the entrance by a representative of the office to be visited, escorted while in the building and escorted out of the building at the conclusion of the visit. Visitors entering the building after 2000 hours will be required to sign the visitor register at the PPD desk.

- a. Only holders of DoD building passes with a white or pink background are permitted to escort visitors.
- b. Authorized escorts may only escort 10 persons during normal FPCON levels. During increased FPCON levels the number will be reduced accordingly.
- c. Group admittance required for the purpose of attending functions, sponsored by DoD components, may be arranged by the head of the component concerned by contacting the PPD Protective Services Unit (703-695-3206). A written memorandum should follow such requests.
- d. Visitor passes must be worn at all times while in the building and turned in when departing the building.

Building Security Hours

The building security hours are from 1800 to 0600 hours, Monday through Friday, and 24 hours on Saturdays, Sundays, and holidays. After 1800 hours, Monday through Friday, and all day Saturdays, Sundays and holidays, persons departing the building must display their building pass to the PPD Officer at the building entrance.

Package Inspection Procedures



All property, brief cases, packages, laptop computers, and other containers entering or being removed from the building are subject to inspection by the PPD or contract guard personnel.

Personal property not accompanied by a sales document or readily identifiable as non-government property, and government property not covered by a bill of lading or invoice, may be removed from buildings on the Pentagon Reservation in one of the following ways: Option 1. DoD employees will use one of the following forms: Property Pass (GSA Optional Form 7); Request for Issue or Turn-in (DoD Form 1150), Temporary Issue Receipt (Air Force Form 1297); Request for Issue or Turn-in (Department of Army Form 3161); or Naval District of Washington, NAWCAD form 10460/1. DoD

contractors may use these forms with the coordination program manager.

Option 2. Non-Government visitors to the Pentagon will be required to provide a memorandum with official/business letterhead.

Option 3. Visitors who do not have access to one of the above-mentioned forms, or who cannot provide a memorandum, will be required to fill out a Property Removal Card at the exit location.

Further guidance involving property removal can be found in AI-30.

A courier card or other approved authorization document is necessary to remove classified documents (paper and electronic media) from the building. PPD Officers will also conduct random entry-exit inspections for classified material. Officers will not allow employees or other personal to remove classified items without proper documentation. Refer to AI 30 for additional information.

Emergencies

Receiving A Threat

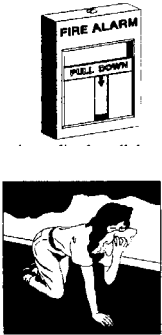


An actual or imminent set of conditions or hazards, which if not corrected or prevented, could endanger Pentagon occupants. An example of this could be fire, bomb threat, gas leak, or chemical spill.

When receiving a threat, including a bomb threat, extortion threat, or threat from a mentally disturbed individual, remain calm, listen carefully, and contact the PPD immediately.

- Complete a threat information checklist as soon as possible. A checklist has been included at the end of this handout.
- Report any suspicious packages to the PPD immediately. Do not move or touch the package. The offices surrounding the immediate area of the package will be evacuated, **including the floors above and below for an area of 300 feet around the suspicious package.**
- When receiving a threat in the mail, limit the number of persons who have touched the letter to an absolute minimum to preserve the item as evidence, so it can be fingerprinted.
- The PPD will immediately dispatch a police officer to your location.

Fire & Smoke

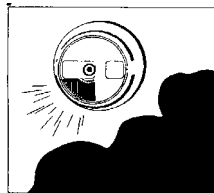


If you should **see or smell smoke** immediately notify the PPD (703-697-5555) as to the location of the smoke.

If you should **see flames** immediately pull the nearest fire alarm box. If the situation permits, remain at the box to direct responding security personnel to the fire. If the situation does not permit staying at the pull station, evacuate the area immediately. Each pull station has a number contact for the PPD relaying location and box number.

- Stay low to the floor and move to a safe area. Smoke will rise towards the ceiling.
- Feel closed doors for heat before opening them. If the door is hot, the fire may be on the other side of the closed door.
- Close doors and windows if possible.
- Evacuate the area.

Pentagon Fire Alarm System



The Pentagon is divided into five separate sectors for purposes of fire alarms. The fire alarm pull stations are located at the building's stairwell exits. When a fire alarm pull station is "pulled" or activated, it will sound a general alarm in the section of the building where the activation occurred.

The fire alarm signal is also reported to the PPD who will immediately dispatch officers to the location of the alarm and contact the fire department.

The alarm starts with a high pitch whoop sound, followed by a voice message to evacuate to a safe area. Occupants should evacuate in accordance with their office's evacuation plan. Strobe lights will also flash in the section of the building where alarm activation occurred.

Do not wait to see if the alarm is authentic or not. Such delays can cause life threatening time loss in the event the alarm is real. Never assume that an alarm is false. Play it safe and EVACUATE!

Medical Emergencies

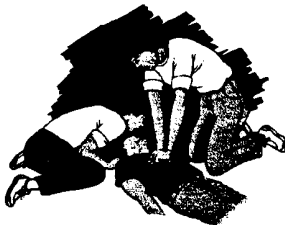


Emergencies of a medical nature need not involve more than one victim. Your actions during the crucial first minutes following serious injury can save lives. The following should be your priorities until help arrives:

- **Summon Emergency Medical Help** - Contact the PPD at (703-697-5555). Police Officers will be dispatched, and an ambulance requested. Stay with the victim while someone else calls for help.
- **Breathing** - If necessary, begin mouth-to-mouth breathing that is explained below.
- **Circulation** - Check for a pulse. If no pulse, begin CPR (if knowledgeable).
- **Bleeding** - Apply direct pressure and elevation to stop persistent bleeding. Use the cleanest cloth you can find.

- **Neck or spinal injuries** - Do not move victim unless absolutely necessary.
- **Other health problems** - Check victim for emergency medical ID tags and/or medications. When medical help arrives turn this information over to them.
- **Do not give food or liquids** - An unconscious or semi-conscious victim cannot swallow and could suffocate.
- **STAY CALM** - Reassure the victim.

A-B-C of Mouth-to-Mouth Breathing



Pentagon employees are encouraged to take basic first aid courses to include Cardio-Pulmonary Resuscitation (CPR) through local agencies such as the Red Cross or American Heart Association. In a medical emergency, your first priority is to restore breathing. There is no time to wait for help. Check for signs of breathing. Tap victim and shout, "Are you OK?" If no response, yell for someone to call for help and proceed as follows:

AIRWAY - Open airway:

- Place the heel of your hand on the victim forehead.
- With your other hand, lift the victim's chin with your fingers.
- Tilt the victim's head back unless you suspect head or spinal injury.
- Check for breathing for 3-5 seconds, if none:

BREATHING

- Pinch victim's nose shut.
- Put your mouth over victim's mouth.
- Give 2 full, slow breaths.
- Allow lungs to empty between each breath.

CIRCULATION

- Feel for pulse in side of neck, in groove near Adam's apple.
- Check for breathing and pulse for 5-10 seconds.
- If no pulse, begin CPR **only if you are trained!** If you do not know CPR, continue mouth-to-mouth breathing until victim is breathing again or help arrives.

Civil Disturbances

Demonstrations and other disturbances can happen at any time at the Pentagon. You need to keep up with current events that may spark these events. For example, every August you can expect demonstrations associated with the anniversaries of the atomic bombings of Japan in World War II.

Be alert to an increase in police activity near building entrances. This could signal that a demonstration or other civil disturbance problem is taking place in that vicinity. You should avoid that area and confrontation with demonstrators if possible. Go to another entrance or take a route around the problem area.

Criminal Incident

No one is immune from crime. A look at the news each day proves the point. Be alert for surveillance attempts, or suspicious persons or activities and report them to the PPD (703-697-5555).

- At night always travel in well-lighted areas.
- Secure your valuables. Don't leave your purse or wallet unattended, even if you only go next door for a "minute." A minute is all a thief needs.
- Secure your work area. Laptop computers, personal electronic equipment, and other items are tempting items for a thief.
- Avoid public disputes or confrontations. Most assaults begin that way.

Antiterrorism/Force Protection Program Highlights

Deter, Detect, Defend & Respond

Force Protection Conditions (FPCONs)

The Force Protection Condition (FPCON) system describes the progressive level of protective measures implemented in response to terrorist threats. The FPCON system is the principal means through which the Director of Administration and Management applies an operational decision on how best to guard against the terrorist threat. The Director of Administration and Management sets the FPCON level for the Pentagon Reservation and for DoD activities and DoD occupied facilities, not under the jurisdiction of a Military Department, within the National Capital Region. Note, there may be different FPCONs declared at other defense agencies or military installations within the NCR. There are five FPCONs.

FPCON NORMAL: Applies when a *general global threat* of possible terrorist activity exists and warrants a routine security posture.

FPCON ALPHA: Applies when there is an *increased general threat* of possible terrorist activity against personnel or facilities, the nature and extent of which are unpredictable.

FPCON BRAVO: Applies when an *increased or more predictable threat* of terrorist activity exists.

FPCON CHARLIE: Applies when an incident *occurs* or when intelligence is received indicating some form of terrorist action or targeting against personnel or facilities is *likely*.

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*.

Homeland Security Advisory System

Be aware of the color-coded Homeland Security Advisory System, and the conditions that apply in our neighboring civilian communities. However, do not confuse the Homeland Security Advisory System with DoD's FPCONs. The Homeland Security Advisory System applies in the communities where we live, but does not directly apply to DoD activities and facilities. FPCONs set specific measures for DoD interests, including those in the National Capitol Region.

Suspicious Activity Reporting

Countering terrorism requires your help. Only you know who or what belongs - or does not belong- in your building, neighborhood, or work center. The simple act of recognizing suspicious behavior and reporting it to authorities could thwart terrorist acts and save lives. Please help by being *alert* and *immediately reporting* suspicious activity to the PPD, including suspected hostile surveillance, elicitation, or suspicious persons who seem to be out of place.

Antiterrorism Awareness Training

Individual antiterrorism awareness training is conducted every Tuesday from 1200 to 1300 hours at the Pentagon in Room 1E801. The training is open to all employees and no reservation is necessary. Attendance satisfies the annual training required when the Terrorist Threat Level in the United States is above “Moderate,” as well as part of the training required prior to overseas travel.

Individual Preparedness

For more specific information about local area services and individual preparedness information:

- *Virginia Department of Emergency Management:*
<http://www.vdem.state.va.us/>.

- *Maryland Emergency Management Agency:*
<http://www.mema.state.md.us/>.

- *Washington DC Emergency Management Agency:*
<http://dcema.dc.gov/main.shtm>.

- *US Department of Justice, United for a Stronger America Citizens' Preparedness Guide:*
<http://www.ojp.usdoj.gov/ojpcorp/cpg.pdf>. Provides suggestions for preparedness in homes, neighborhoods, schools, workplaces, places of worship and public areas.

- *Federal Emergency Management Agency, Are You Ready? A Guide to Citizen Preparedness:* <http://www.fema.gov/areyouready/>. The guide brings together facts on disaster survival techniques, disaster-specific information, and how to prepare for and respond to both natural and man-made disasters.

Chemical, Biological, Radiological, and Nuclear (CBRN) Emergencies

Chemical Agent Exposure Symptoms

TYPE	SYMPTOMS
<u>Blister</u>	-Eyes burn -Skin blisters -Difficulty breathing
<u>Nerve</u>	-Pinpoint pupils -Drooling -Vomiting -Difficulty breathing -Convulsions
<u>Choking</u>	-Rapid shallow breathing -Coughing -Choking -Tight chest

Biological Agent Exposure Symptoms

TYPE	SYMPTOMS
<u>Anthrax</u> Incubation 1-6 Days	- Chills - Fever - Nausea - Weakness
<u>Botulinum Toxin</u> Symptoms in 12 hrs	- Weakness - Dizzy - Dry mouth & throat - Blurred vision - Paralysis
<u>Small Pox</u> Incubation 7-17 Days	- Fever - Shakes - Vomiting - Headache - Rash

THE CBRN THREAT IS REAL. There are many different types of CBRN attacks. A biological attack uses microorganisms like anthrax. A chemical attack can use military agents like sarin (used in the Japanese subway attacks) or common toxic industrial chemicals like chlorine. Chemicals may be gases, liquids, or dusts, or may be a combination of them. Some go away fast and are mainly hazards to breathing, others take a long time to go away and may be hazards to both touch and breathing. A radiological attack can include “dirty bombs” or other devices, which disperse radioactive material.

Currently, PFPA has the ability to monitor for and detect the majority of these threats. However, success in dealing with these threats is dependent on the help and cooperation of ALL Pentagon personnel: before, during, and after an event.

PREVENTION AND ACTIONS BEFORE ANY EVENT:

- Report anything unusual or suspicious, like out-of-place vehicles, packages, or people, or strange smells, powders, liquids, or clouds, numbers of people with similar medical symptoms, etc. Call the PPD at 703-697-5555 or 703-693-7008 (device for the hearing impaired).

DURING AN EVENT:

- Listen for instructions from the PA system and computer emergency notification system (CENS), which “pops-up” on computers.
- Take stock of the situation. There may be better options than evacuating!!! If you evacuate at the wrong time it may make things worse. You may be told to remain in your office and keep your doors and windows closed. If you run without knowledge or direction, you may run directly into the danger area. If a poison cloud is outside, it may be better to stay inside. PFPA will limit the spread of contamination by using the building’s airflow system.
- There are three directed actions that you will be told to do:
 - Shelter-in-Place
 - Internal Relocation (move to another part of the building)
 - Evacuate

AFTER AN EVENT:

- DO NOT drive home or go anyplace else unless directed. You may spread contamination and hurt other people, like your friends or family. You want to stay where there is trained help coming for you!
- You may need to self-decontaminate: do it only if you believe that you have any contamination.
 - Move out of the contaminated area.
 - Remove contaminated clothing.
 - Wash with soap and water.
- Firemen will determine who needs full decontamination. You will:
 - Get washed down by a fire truck.
 - Remove your clothing and leave it, as it is contaminated.
 - Conduct further personnel decontamination.
 - You will then be given a clean garment and booties and be sent to someplace warm.
- If a bio agent was used, you may receive medicine or immunizations.

Evacuation

The authority to order an evacuation is dependent on the circumstances and scope of the situation requiring the evacuation. Depending on the situation you may be directed not to evacuate. Follow all instructions given by the Public Address (PA) or Computer Emergency Notification System (CNES).

Regardless of how the evacuation order is given, be it verbally by responding emergency personnel, or by the PA or CNES, all personnel must evacuate.

- For Suspicious Packages the evacuation zone will be 300 feet in all directions from the package, including the floors above and below the package.
- For normal emergencies evacuate to assembly areas at least 100 yards away from the exterior of the Pentagon.
- For CBRN emergencies evacuate to assembly areas at least 1500 feet (one quarter mile) away from the Pentagon.

Evacuation & You



When an evacuation is underway, you should do the following:

- **STOP WORK** -- The safety of life is the primary concern during an evacuation.
- **SECURE MATERIALS** -- Or take it with you if you can't secure it. If it is a bulky item leave it. It is not worth a life.
- **EVACUATE** -- Do not wait until you see Police and Fire services responding. If alarm goes off, it doesn't matter if it is real or not, evacuate.
- **FOLLOW DIRECTIONS** -- Evacuation Routes and Assembly Areas should already be known by periodic reminders and drills as well as posted within the office space. Should a fireman or a police officer give you directions, follow them.
- **TAKE ONLY WHAT YOU NEED** -- Take only your coats and purses. Do not take briefcases or other materials. They will be a hazard in the evacuation.
- **USE STAIRWELLS ONLY** -- Never use elevators or escalators during an evacuation unless that is the absolutely only way out. Stay in the center of the stairwell.
- **REMAIN CALM** -- DO NOT PANIC.
- **GO TO YOUR ASSIGNED ASSEMBLY AREA** -- Regardless of where you are in the building when an evacuation is ordered, go where you can be counted.
- **DO NOT RE-ENTER UNTIL AUTHORIZED.**

Responsibilities

Pentagon Police Department (PPD)



The following is a list of responsibilities and duties assigned to listed elements with regards to emergencies at the Pentagon.

The PPD is responsible for the following:

- Coordinating the development (and if appropriate revision) and publication of a Pentagon Evacuation Planning Document.
- Establishing a Command Post and assigning an Incident Commander for emergency situations in accordance with the Council of Governments (COG) Mutual Aid Plan.
- Ordering evacuations, when circumstances require an evacuation and when an evacuation has not already been ordered.
- Announcing re-entry into the Pentagon.

The head of each DoD Component occupying space within the Pentagon is responsible for the following:

- Designating a primary and alternate Agency Contact within their organization for the purposes of establishing an Evacuation Plan for their spaces. The Agency Contact will be responsible for ensuring that the agency spaces we evacuated, and relaying information relative to the evacuation (problem, etc.) to the PPD Incident Commander during an evacuation.
- Assigning agency personnel to assist handicapped or physically challenged personnel within their agency during an evacuation. Conducting limited evacuation drills for offices within Agency spaces on an optional basis as needed.
- Ensuring that all new agency employees are briefed on the evacuation plan when hired and all other employees on an annual basis. Ensuring that evacuation routes are updated and posted in all agency spaces.
- Ordering an evacuation in their spaces when circumstances warrant and advising PPD and Building Management of the evacuation.

Your Responsibility During an Emergency

As an employee, you also have responsibilities during an emergency not only to ensure your own safety, but the safety of fellow employees by:

- Reporting all emergencies to the PPD.
- Becoming familiar with the Evacuation Plan for your office to include the Primary and Secondary evacuation routes and assembly areas.
- Providing such assistance during an emergency, as you are able.

Pentagon Building Security & Emergency Procedures Guide

- Becoming familiar with Emergency Phone numbers, and lastly
- Staying CALM during an emergency!

Final Note

The PFPA hopes this material has been informative and helpful. Additional copies of this document can be obtained from the PFPA. If you have any questions please do not hesitate to contact one of the below listed agencies. For your convenience, clip out the section below and place near your phone.

Pentagon Police Department Communication Center	703-697-5555
TDD Emergency Phone	703-693-7008
Non-Emergency Phone	703-697-1001
Pentagon Police Department On-Duty Watch Commander	703-697-4151
Pentagon Force Protection Agency Security Services	703-695-4668
Building Management Office	703-697-7351
Chemical, Biological, Radiological, and Nuclear Directorate	703-614-2601
DiLorenzo TRICARE Clinic	703-692-8800

PENTAGON POLICE DEPARTMENT

LETTER AND PARCEL BOMB RECOGNITION POINTS

- **Foreign Mail, Air Mail and Special Delivery**
- **Restrictive Markings, such as Confidential, Personal, etc.**
- **Excessive Postage**
- **Hand Written or Poorly Typed Addresses**
- **Incorrect Titles**
- **Title but No Names**
- **Misspellings of Common Words**
- **Oily Stains or Discoloration**
- **No Return Address**
- **Excessive Weight**
- **Rigid Envelope**
- **Lopsided or Uneven Envelope**
- **Protruding Wires or Tinfoil**
- **Excessive Securing Material such as Masking Tape, String, etc.**
- **Visual Distractions**



Pentagon Force Protection Agency

THREAT INFORMATION CARD

IMPORTANT

It is imperative that you attempt to obtain as much of the requested information as possible. The caller may not always provide the answers to all of your questions, but the information obtained from the question that they do respond to can help during the investigation. Immediately after termination of the call, notify the PPD at 703-697-5555.

QUESTIONS TO ASK	IDENTIFYING CHARACTERISTICS																																																
<p>Bomb Threat:</p> <ol style="list-style-type: none"> 1. When is the bomb going to explode? 2. Where is the bomb right now? 3. What does it look like? 4. What kind of bomb is it? 5. What will cause it to explode? <p>All Threats:</p> <ol style="list-style-type: none"> 6. Why are you making this threat? 7. What is your address? 8. What is your name? 9. Where are you calling from? <hr/> <p>Exact wording of threat:</p> <hr/> <p>Sex of caller: _____ Race: _____</p> <p>Age: _____ Length of Call: _____</p> <p>Number at which call is received: _____</p> <p>Time: _____ Date: ___/___/___</p>	<p style="text-align: center;">CALLER'S VOICE</p> <table style="width: 100%; border: none;"> <tr> <td>_____ Calm</td> <td>_____ Nasal</td> </tr> <tr> <td>_____ Angry</td> <td>_____ Stutter</td> </tr> <tr> <td>_____ Excited</td> <td>_____ Lips</td> </tr> <tr> <td>_____ Slow</td> <td>_____ Raspy</td> </tr> <tr> <td>_____ Rapid</td> <td>_____ Deep</td> </tr> <tr> <td>_____ Soft</td> <td>_____ Ragged</td> </tr> <tr> <td>_____ Loud</td> <td>_____ Clearing throat</td> </tr> <tr> <td>_____ Laughter</td> <td>_____ Deep breathing</td> </tr> <tr> <td>_____ Crying</td> <td>_____ Cracking voice</td> </tr> <tr> <td>_____ Normal</td> <td>_____ Disguised</td> </tr> <tr> <td>_____ Distinct</td> <td>_____ Accent</td> </tr> <tr> <td>_____ Slurred</td> <td>_____ Familiar</td> </tr> <tr> <td>_____ Whispered</td> <td></td> </tr> </table> <p>If voice is familiar, who did it sound like?</p> <p style="text-align: center;">BACKGROUND SOUNDS</p> <table style="width: 100%; border: none;"> <tr> <td>_____ Street Noises</td> <td>_____ Factory machinery</td> </tr> <tr> <td>_____ Crockery</td> <td>_____ Animal noises</td> </tr> <tr> <td>_____ Voices</td> <td>_____ Clear</td> </tr> <tr> <td>_____ PA System</td> <td>_____ Static</td> </tr> <tr> <td>_____ Music</td> <td>_____ Local</td> </tr> <tr> <td>_____ House Noise</td> <td>_____ Telephone Booth</td> </tr> <tr> <td>_____ Motor</td> <td>_____ Other:</td> </tr> </table> <p style="text-align: center;">THREAT LANGUAGE</p> <table style="width: 100%; border: none;"> <tr> <td>_____ Well spoken (educated)</td> <td>_____ Incoherent</td> </tr> <tr> <td>_____ Foul</td> <td>_____ Taped</td> </tr> <tr> <td></td> <td>_____ Message read by threat maker</td> </tr> <tr> <td>_____ Irrational:</td> <td></td> </tr> </table> <p>Remarks:</p>	_____ Calm	_____ Nasal	_____ Angry	_____ Stutter	_____ Excited	_____ Lips	_____ Slow	_____ Raspy	_____ Rapid	_____ Deep	_____ Soft	_____ Ragged	_____ Loud	_____ Clearing throat	_____ Laughter	_____ Deep breathing	_____ Crying	_____ Cracking voice	_____ Normal	_____ Disguised	_____ Distinct	_____ Accent	_____ Slurred	_____ Familiar	_____ Whispered		_____ Street Noises	_____ Factory machinery	_____ Crockery	_____ Animal noises	_____ Voices	_____ Clear	_____ PA System	_____ Static	_____ Music	_____ Local	_____ House Noise	_____ Telephone Booth	_____ Motor	_____ Other:	_____ Well spoken (educated)	_____ Incoherent	_____ Foul	_____ Taped		_____ Message read by threat maker	_____ Irrational:	
_____ Calm	_____ Nasal																																																
_____ Angry	_____ Stutter																																																
_____ Excited	_____ Lips																																																
_____ Slow	_____ Raspy																																																
_____ Rapid	_____ Deep																																																
_____ Soft	_____ Ragged																																																
_____ Loud	_____ Clearing throat																																																
_____ Laughter	_____ Deep breathing																																																
_____ Crying	_____ Cracking voice																																																
_____ Normal	_____ Disguised																																																
_____ Distinct	_____ Accent																																																
_____ Slurred	_____ Familiar																																																
_____ Whispered																																																	
_____ Street Noises	_____ Factory machinery																																																
_____ Crockery	_____ Animal noises																																																
_____ Voices	_____ Clear																																																
_____ PA System	_____ Static																																																
_____ Music	_____ Local																																																
_____ House Noise	_____ Telephone Booth																																																
_____ Motor	_____ Other:																																																
_____ Well spoken (educated)	_____ Incoherent																																																
_____ Foul	_____ Taped																																																
	_____ Message read by threat maker																																																
_____ Irrational:																																																	