

**SECON Level Alfa Actions:**

- a. SA 1. At regular intervals, remind all personnel to be suspicious and inquisitive about strangers, particularly those carrying suitcases or other containers. Remain alert for unidentified vehicles on or in the vicinity of FAA facilities and for abandoned parcels, suitcases, or any unusual activity. Report suspicious activities to the appropriate SSE.
- b. SA 2. Review physical security inspections on file at each facility to identify critical vulnerabilities with regard to security hardware and practices.
- c. SA 3. Ensure that all key officials, as designated in emergency contingency plans, are available and that all FAA personnel understand their specific responsibilities with regard to the plans.
- d. SA 4. Secure buildings, rooms, and storage areas which are used on a regular basis.
- e. SA 5. Increase security spot checks of vehicles and persons entering FAA facilities.
- f. SA 6. Limit access points for vehicles and personnel commensurate with maintaining a reasonable flow of traffic.

g. SA 7. Ensure that contingency plans have been coordinated with other tenants in buildings where FAA is a tenant.

h. SA 8. Ensure that all emergency contact and notification lists are current and accurate. This includes facility personnel, contractor personnel, and contact numbers for designated emergency fire, law enforcement, explosive ordnance disposal (EOD) services, and other support services.

i. SA 9. Notify all facility personnel and contractors, when appropriate, that SECON level Alfa is in effect to increase employee sensitivity to security issues.

j. SA 10. Ensure that communications equipment necessary to support contingency plans is available and in working condition.

k. SA 11. Ensure that security guard orders (both special and general) are current and complete for FAA facilities that have guard services.

l. SA 12. As a deterrent, apply one of the following measures from SECON level Bravo on a random basis:

(1) Secure and regularly inspect all buildings, rooms, and storage areas not in regular use.

(2) At the beginning and end of each workday and at other staggered/frequent intervals, inspect the interior and exterior of buildings that are regularly used for suspicious activity or packages.

(3) Check all deliveries and mail. Be alert to common characteristics of letter and parcel bombs as listed below:

(a) Foreign, priority, and special delivery mail.

(b) Mail and deliveries with restrictive endorsements such as confidential, personal, to be opened by addressee only.

(c) Mail and deliveries with visual distractions such as fragile, rush, and handle with care.

(d) Mail with excessive postage (usually postage stamps).

(e) Mail and deliveries with fictitious or no return address.

(f) Mail and deliveries with poorly typed or handwritten addresses.

(g) Mail and deliveries with incorrect titles.

(h) Mail and deliveries with titles but no names.

(i) Mail and deliveries with misspellings of common words.

- (j) Mail and deliveries with oily stains or discolorations.
  - (k) Mail and deliveries with excessive or uneven weight distribution.
  - (l) Mail and deliveries with excessive binding material, masking tape, electric tape, strapping tape, string, or twine.
  - (m) Mail and deliveries with rigid, lopsided, or uneven envelopes.
  - (n) Mail and deliveries with protruding wires, screws, or other metal parts.
- (4) As resources permit, increase surveillance of critical areas to improve deterrence and to build confidence among staff.

m. SA 13. Review all plans, orders, personnel details, and logistical requirements related to enhanced security planning.

n. SA 14. Review and implement, as appropriate, security measures for senior personnel.

o. SA 15. Review plans for implementation of the measures contained in the next SECON levels.

p. SA 16. Notify the appropriate operations center when all required implementation measures for SECON level Alfa have been completed. Notifications shall be made in accordance with paragraph 3-4g, Attainment of Readiness and SECON Levels.

**3-10 SECON LEVEL BRAVO.** The FAA official declaring SECON level Bravo shall direct the implementation of measures selected from those listed below which are necessary to meet the potential security threat to FAA personnel and facilities. The notification message shall state the reason for the increase or decrease in SECON levels.

**SECON Level Bravo Actions:**

- a. SB 1. Require FAA employees and contractor personnel to visibly wear FAA approved identification media.
- b. SB 2. Repeat Measure SA 1 from SECON level Alfa and warn personnel of any additional information with regard to the potential threat.
- c. SB 3. Keep all personnel involved in implementing contingency plans on call.
- d. SB 4. Where possible, cars and such objects as crates, trash containers, etc., are to be moved at least 25 meters from buildings, particularly those buildings of a sensitive or prestigious nature. Consider the application of centralized parking.
- e. SB 5. Secure and regularly inspect all buildings, rooms, and storage areas not in regular use.

- f. **SB 6.** At the beginning and end of each workday and at other staggered/frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious packages or activities.
- g. **SB 7.** Check all deliveries and examine all mail for letter or parcel bombs in accordance with the criteria contained in measure SA 12.
- h. **SB 8.** -As resources permit, increase surveillance of critical areas.
- i. **SB 9.** Make staff aware of the general situation and current threat information in order to stop rumors and prevent unnecessary alarm.
- j. **SB 10.** Upon entry of visitors to the facility, physically inspect a percentage of the visitors and their suitcases, parcels, and other containers.
- k. **SB 11.** Whenever possible, operate random patrols to check vehicles, people, and buildings.
- l. **SB 12.** Request a security awareness briefing from the appropriate SSE. The briefing should be presented for all personnel at critical facilities and consolidated at hubs for managers of smaller facilities.
- m. **SB 13.** Implement additional security measures for senior personnel, as appropriate.
- n. **SB 14.** Ensure that guard personnel are briefed on additional requirements for awareness and reporting.
- o. **SB 15.** Consider revising guard contract to provide for arming guard personnel or augmenting guard forces, when appropriate, and brief guard personnel on the potential for use of deadly force.
- p. **SB 16.** Ensure that all key personnel responsible for coordination with fire and safety, law enforcement, and explosive ordnance disposal services have established contact with the agencies and advised them of the status of the FAA facility.
- q. **SB 17.** Ensure that all employees have FAA identification in their possession.
- r. **SB 18.** Ensure that in buildings where the FAA is a tenant, that other tenants have been informed that the FAA is at SECON Bravo.
- s. **SB 19.** Establish basic control procedures to limit unescorted access to facility spaces that are normally public access areas through utilization of receptionists, temporary barriers, or similar measures.
- t. **SB 20.** Establish a facility security preparedness log to record actions taken and incidents which may occur.



u. **SB 21.** Ensure that all personnel understand the importance of reporting suspicious activity immediately through appropriate channels to the appropriate SSE.

v. **SB 22.** Notify the appropriate operations center when all required implementation measures for SECON level Bravo have been completed. Notifications shall be made in accordance with paragraph 3-4g, Attainment of Readiness and SECON Levels.

**3-11 SECON LEVEL CHARLIE.** The FAA official declaring SECON level Charlie shall direct the implementation of measures selected from those listed below which are necessary to meet the potential security threat to FAA personnel and facilities. The notification message shall state the reason for the increase or decrease in SECON levels.

**SECON Level Charlie Actions:**

- a. **SC 1.** Require FAA employees and contractor personnel to visibly wear FAA-approved identification media.
- b. **SC 2.** Continue all SECON level Alfa and Bravo measures and implement any which have not as yet been implemented.
- c. **SC 3.** Ensure that personnel who are responsible for implementing contingency plans are available or are on call.
- d. **SC 4.** Limit access points to the facility to those points that are operationally necessary and ensure that personnel and/or vehicle access controls are in effect at each entrance.
- e. **SC 5.** Strictly enforce control of entry and search a percentage of vehicles.
- f. **SC 6.** Enforce centralized parking of vehicles away from critical assets and buildings.
- g. **SC 7.** Issue weapons to guards. (Where provided in guard contract.)
- h. **SC 8.** Implement increased patrolling of the facility.
- i. **SC 9.** Protect all designated critical areas.
- j. **SC 10.** Erect barriers and obstacles to control traffic flow.
- k. **SC 11.** Ensure all FAA and contract employees are notified that the facility has implemented SECON level Charlie.
- l. **SC 12.** Ensure that all FAA and contractor employees wear identification prominently displayed.
- m. **SC 13.** Require that all visitors be processed through a designated reception point or points, be required to sign in, and be escorted while in the FAA areas.

n. SC 14. Ensure in facilities where the FAA is a tenant that coordination is established with other tenants to ensure that they are aware that the FAA has gone to SECON level Charlie.

o. SC 15. Advise all support agencies (fire and safety, law enforcement, etc.) of the status of the facility.

p. SC 16. Notify the appropriate operations center when all required implementation measures for SECON level Charlie have been completed. Notifications shall be made in accordance with paragraph 3-4g, Attainment of Readiness and SECON Levels.