

12 FAH-7 APPENDICES

12 FAH-7 APPENDIX I GENERAL AND POST ORDERS (SAMPLES)

(TL:LGP-01; 08-10-2001)

12 FAH-7 APPENDIX I-1 GENERAL ORDERS

(TL:LGP-01; 08-10-2001)

The specific orders, based on these samples, modified to local conditions, drafted by the mission will appear as Exhibit B in the guard contract solicitation. A copy of the latest documentation, information, and sample of guard orders can also be found on the Internet at www.statebuy.gov/opehelp/lgporders.htm. These sample orders include the requirement for chemical and/or biological awareness and countermeasures.

12 FAH-7 Appendix I-1.1 U.S. Embassy at (Location of Embassy) Instructions: General Orders and Post Orders

12 FAH-7 Appendix I-1.1-1 Purpose

(TL:LGP-01; 08-10-2001)

General orders for the guard force provide directions and instructions of general application to all members of the Local Guard Program (LGP). Each member of the guard force is responsible for being fully familiar with and responsive to the general orders. These orders will not be modified or revised without the written authority of the regional security officer (RSO) for the U.S. embassy at _____.

12 FAH-7 Appendix I-1.1-2 Mission

(TL:LGP-01; 08-10-2001)

The primary mission of the local guard force is to provide protection for U.S. personnel and U.S. Government employees and to protect U.S. facilities and equipment from damage or loss due to violent attack and theft. The local guards act as an early warning signal to the Marine security guard (MSG) on duty and the RSO. The local guard force also will carry out specific actions as described in these orders and individual guard post orders in case of emergencies.

12 FAH-7 Appendix I-1.1-3 Manner of Performance of Duty and Uniform

(TL:LGP-01; 08-10-2001)

- a. Guard personnel will be firm yet courteous, efficient and tactful at all times while in the performance of their duties. They will never engage in arguments with any person, and will refer disagreements and misunderstandings to their supervisor and the RSO. Guard personnel must read, fully understand and comply with all general and post guard orders.
- b. Guard personnel will, at all times, maintain a neat and clean appearance and, while on duty, be fully dressed in the prescribed guard uniform and equipment. Guards will be subject to inspection at any time.
- c. The local guards must not participate in or support any activities that would be disruptive to the performance of their duties or would decrease the efficiency of the guard force operation.
- d. Guard personnel will perform only those security duties identified by the guard contractor and the RSO. Guards will not perform any other nonsecurity-related or unauthorized functions during duty hours, i.e., gardening, housekeeping chores, maintenance duties, or any other duty or act which distracts the guard from his or her intended purpose.
- e. Where appropriate, guards will maintain in a neat, orderly, legible fashion, all logbooks, ledgers, record books, incident reports, or any other written record of duties performed or of any security event.
- f. Guard personnel will not offer or divulge any information about embassy operations or personnel to anyone. They will report any attempt by individuals to solicit information regarding U.S. Government personnel or facilities immediately to their supervisor and the RSO.
- g. The relief guard will take complete charge of duties from the guard he or she relieves, including the post logbooks and all other equipment maintained at the post.

- h. Guards will brief and pass on any special instructions to their relief guard concerning outstanding or significant events that occurred during the previous shift.
- i. Guards will be alert to their surroundings and report any vehicles or individuals acting in a suspicious manner to the senior guard, shift commander, or supervisor.
- j. Guard personnel will control access to U.S. Government facilities and properties, protect life, maintain order, resist criminal attacks against mission personnel, visitors, dependents and property, and resist any other form of violent attacks against same to include terrorist attacks in accordance with Department and mission policies.
- k. Guard personnel will intercept, identify, and make the proper log entries for visitors and other appropriate persons to U.S. Government facilities. Furthermore, guards will conduct inspections of persons, property, or vehicles, confiscate unauthorized items, and issue appropriate access control identification badges according to Department and mission policies.
- l. Guards will ensure that only authorized persons displaying a valid form of identification and legitimate visitors enter the area the guards are assigned to protect. Guards will not hesitate to challenge persons who do not have proper identification or who attempt to avoid specified access control procedures or policies.
- m. Guard personnel will conduct periodic, nonroutine inspections of their areas of responsibility and immediately report any unusual incident or circumstances, or emergency situation to the senior guard, shift commander or supervisor, and the RSO.
- n. Guards will not leave their assigned post until a relief guard properly relieves them.
- o. Guard personnel will maintain a high standard of professionalism while on duty. Guards will be polite and courteous in the performance of their duties. They will not use abusive language, be late for work, or be inattentive. Guard personnel will not act in any manner detrimental to the reputation of their company or the U.S. Government.
- p. Guard personnel at U.S. Government facilities must be able to demonstrate a working knowledge of the post's emergency action plans (fire, bomb, intruder, etc.).
- q. Guard personnel will comply with all orders or instructions given to them

by the senior guard, shift commander, supervisor, and the RSO.

- r. Guards will not abuse their authority for personal or monetary gain.
- s. Guard personnel will not gamble or engage in any illegal activity while on duty or while in uniform.
- t. Guard personnel will not provide information about U.S. Government personnel or facilities to anyone without the specific approval of the RSO.
- u. Guards will prepare an incident report immediately after observing a security incident. The incident report is given to the shift commander or supervisor during post inspection.
- v. Surveillance detection: Guards will be aware of and attempt to detect surveillance directed at U.S. Government facilities and personnel. If surveillance is detected, the information will be entered in the logbook and an incident report will be prepared. The supervisor and RSO will be notified immediately.
- w. Guard personnel are not to salute pedestrians or vehicles with the exception of the ambassador, the deputy chief of mission (DCM), and officers in military uniform.
- x. All staff members or employees of the embassy are required to show proper identification or authorization before being permitted to enter the embassy compounds. Proper identification to the embassy will be one of the following:
 - (1) U.S. embassy ID card;
 - (2) U.S. Department of State ID card;
 - (3) Current U.S. military ID card or Department of Defense (DOD) dependent ID card;
 - (4) All U.S. passports; and
 - (5) Passes authorized by the RSO.
- y. Improper identification card or no identification card: A person without an ID card or a person in possession of a card which differs from those listed in paragraph x of this section, will be required to furnish the guard with the name of the person or office he or she wishes to visit. The guard will call the person or office concerned and state the circumstances involved. Either a section chief or the person concerned will give permission for the visitor to proceed to the office of that person, or the

guard will be advised that someone from that office will come to the gate to escort the visitor. The guard will record the visitor's identity.

- z. Telephone and radio communication: The guard, while on duty and handling official telephone calls or inquiries, will be courteous and polite and assist the caller, if possible. All official information calls and inquiries will be referred to the proper person or the MSG on duty.
- aa. Removal of U.S. Government property: The guards will be observant of all employees or visitors departing the embassy compounds to prevent unauthorized removal of any U.S. Government property. A memorandum signed by the U.S. supervisor will properly authorize any property removed from the embassy or other official facilities by Foreign Service nationals (FSNs) or third-country nationals (TCNs). The memorandum will be retained by the guard and delivered to the shift commander or supervisor at the time of the guard's next post inspection.
- bb. Use of force: The use of force is defined as the physical application of violence upon or against a person in any way, including the use of the baton (nightstick). The baton serves as a defensive weapon for the guards. Its use by the guards is defined as follows:
 - (1) The baton will only be used after all nonviolent efforts are exhausted to quell a disturbance at any post manned by the guards;
 - (2) It will only be used to protect the guard or persons on the post premises from actual bodily harm by another person or persons. The oral threat of bodily harm is insufficient justification for the use of the baton;
 - (3) Abusive and/or obscene language directed at the guard or a third party is insufficient justification for the use of the baton;
 - (4) Any person attempting to strike the guard, in the performance of duty or to forcibly detain the guard, causing a serious disturbance on the post premises by striking or assaulting the guard or another party, or in any way causing injury, constitutes sufficient justification to use the baton; and
 - (5) Only the minimum use of force necessary for the restoration of order is authorized.
- cc. Use of deadly force: The use of deadly force is defined as the application of lethal force by use of a firearm upon a person attempting to inflict bodily harm to, or threatening the life of, the guard or another person.

The use of a firearm by local guards serves as a defensive weapon. A guard's use of a firearm to apply deadly force is justified as follows:

- (1) Deadly force will only be used after all nonviolent efforts are exhausted to stop a life-threatening disturbance at any post manned by the guards;
- (2) Deadly force will only be used to protect the life of the guard or person on the post premises from lethal bodily harm by another individual or individuals. The oral threat of bodily harm is insufficient justification for the use of deadly force;
- (3) Abusive and/or obscene language directed at the guard or another individual is insufficient justification for the use of deadly force;
- (4) Any person attempting to use lethal force on a guard, or lethally assaulting the guard or another individual, or in any way causing the death of another individual, constitutes sufficient justification for the use of deadly force; and
- (5) The use of deadly force represents the last resort by a guard for the restoration of order.

dd. Fire prevention and reporting: In the event of an emergency, it is important that only correct and prescribed procedures are followed in order to minimize the emergency. Notify the MSG on Post One, the RSO and/or PSO and the shift supervisor. Local police or emergency responders shall be called only with authorization of the RSO and/or PSO or the MSG, Post One, in consultation with the senior officer present and/or duty officer, if the RSO and/or PSO are not present. More specific instructions concerning emergencies for each guard post are in the post orders. The objectives of fire prevention and reporting, in the orders of their importance, are:

- (1) If the guard discovers a fire, he or she should report it immediately and request assistance: inform MSG Post One or activate the fire alarm, prior to attempting to extinguish the fire;
- (2) Prevent the fire from spreading;
- (3) Inform employees in the immediate vicinity of the fire and order them to evacuate the area immediately;
- (4) Prevent the loss of life and property in case a fire should start;
- (5) Confine the fire to its place of origin; and

- (6) Secure all elevators, return to ground floor, and throw "emergency stop" switches within the elevators.
- ee. Bombs and incendiary devices: If a bomb or incendiary device, or what may have the appearance of a bomb or incendiary device, is discovered, the guard(s) should immediately clear the area and notify the MSG at Post One and the RSO through the supervisor. Also:
- (1) "Under no circumstances should the guard touch or in any way disturb the suspicious article or package." **DO NOT TOUCH OR MOVE** any item suspected to be a bomb or incendiary device. The guard(s) should stand by to prevent its being touched or disturbed by other persons. Employees working in the area where the suspicious article or package is located should be evacuated until the cause of the danger is removed. The general rule to follow is: "Clear the immediate area and call the appropriate authorities";
 - (2) Should the guard(s) on duty receive a bomb threat from any source, he or she will immediately contact the MSG on Post One and the RSO through the shift commander or the supervisor. If the guard receives a bomb threat, the guard will try to determine where the bomb is located, when the bomb is set to detonate, what it looks like, who placed the bomb, and why the bomb was placed. The most important information is when the bomb is set to detonate and where the bomb is located. Other information like the description of the voice and background noise is important for the guard to determine. This information will be reported in the post log and an incident report will be prepared; and
 - (3) Should a bomb explode on or near the guard post, keep the area clear of people. **Remember, during the confusion of a bomb blast, the guards must still provide security for employees or other people in the area.**
- ff. Weapons: The guards will not allow anyone to enter the embassy compound or other official facilities who has an open or concealed firearm, knife, explosive, or any other type of weapon in his or her possession except for authorized embassy personnel. The guards will be especially watchful for attempted entry of firearms or explosives under cover. In the event such devices are detected, the guard will immediately report it to the MSG on duty and to the RSO through the shift commander or the supervisor.
- gg. Any person demanding to speak to a U.S. official at anytime should be immediately referred to the MSG on duty at Post One.

- hh. The U.S. Government may require the contractor to remove any guard who fails to comply with any general order.

12 FAH-7 APPENDIX I-2 POST ORDERS

(TL:LGP-01; 08-10-2001)

The purpose of post orders is to provide the guard force with specific directions and instructions in order to perform specified duties and tasks at specific posts or assignments. Each member of the guard force is responsible for being fully familiar with and responsive to those post orders that apply to them. These orders will not be modified or revised without the written authority of the RSO.

12 FAH-7 Appendix I-2.1 Post Orders for Surveillance Detection (SD) Specialist

(TL:LGP-01; 08-10-2001)

- a. **NOTE:** Telephone number and radio call sign, if applicable, will be provided after contract award
- b. **Function:** Under the direction of the RSO, Surveillance Detection (SD) supervisor and/or SD shift supervisor, observes areas of assignment and provides discreet security services as part of the surveillance detection unit.
- c. **Hours:** As set forth in Exhibit A of the contract.
- d. **Specific duties:** Occupy surveillance detection points in the areas of the assets being observed. At these points, maintain a log, recording the license plate numbers of vehicles moving suspiciously (slow or fast) when passing the front, side or rear of the patrol area. Also record license plate numbers and descriptions of vehicles where the passenger(s) appear to be taking pictures, person(s) acts suspicious, appear to be out of place, or makes an effort to blend into the area. Photograph and/or video and/or record the suspicious acts. Also:
 - (1) If ordered, conduct further surveillance to determine if the activity is coincidental or if possible surveillance is being conducted;
 - (2) Report significant security-related events through the chain of command. This includes, but is not limited to, surveillance detection, security incidents, and accident reports;

- (3) Become acquainted with the merchants and people living in the patrol area who can be a valuable source of information on strangers or vehicles. This information, including any photos and videos of the individuals or vehicles, will be forwarded to the RSO through the SD supervisor and/or SD shift supervisor;
- (4) Duties and assignments shall be performed in a professional and consistent manner as set forth by the general and specific guard orders. SD personnel shall be polite, courteous and professional in dealing with police or mission employees, and be on time for their shift or assignment. While on duty, surveillance detection (SD) personnel will be expected to wear clothing appropriate to the area assigned;
- (5) SD personnel shall be responsible for being familiar with the use and maintenance of all assigned equipment, the hand-held radio and the vehicle mobile unit. All radio transmissions will be brief and to the point and radio discipline will be maintained. Any inoperable item of equipment shall be immediately reported, corrected, repaired, or replaced if these items are contractor-provided. Any inoperable or damaged items of equipment, which are U.S. Government furnished equipment (GFE), shall be immediately reported to the shift supervisor in accordance with the requirements of the contract pertaining to GFE;
- (6) At the beginning of each shift, each vehicle, if applicable, will be inventoried to ensure that emergency equipment is present. The LGP office shall be notified immediately of any missing items;
- (7) No personal use of vehicles or equipment shall be tolerated;
- (8) No passengers shall be allowed in a vehicle unless it is in the context of the operation and/or duties. This includes transporting mission employees to the hospital, police station or to their residence if their vehicle is rendered inoperable. Additionally, if the local police are assisting in an investigation, you may transport them;
- (9) Excessive speed or reckless driving shall be considered unacceptable. In the event of an emergency, excessive speed may be required and may be considered acceptable if it does not endanger lives, i.e., pedestrians or self; and
- (10) Should an SD guard be involved in an accident with an embassy vehicle, the RSO office will be notified immediately. Appropriate accident forms will be filled out. Do not leave the scene of the

accident without gathering all information possible regarding other vehicle(s) or person(s) involved in the accident.

- e. Emergency procedures: Notify the MSG on Post One, the RSO and/or PSO, and the shift supervisor. Local police or emergency responders shall be called only with the authorization of the RSO and/or PSO or the MSG, Post One, in consultation with the senior officer present and/or duty officer, if the RSO and/or PSO are not present.
- f. If there is a bomb or suspicious package:
 - (1) Clear and secure the immediate area;
 - (2) Notify the Marine security guard at Post One via telephone;
 - (3) Make no attempt to move the device; and
 - (4) **Do not use your radio.**
- g. Since all SD personnel are responsible for knowing the location of all fire equipment and are knowledgeable and familiar with the use of fire extinguishers and other fire fighting equipment, if a fire should occur:
 - (1) Clear the area;
 - (2) If it is a small fire, suppress it with a fire extinguisher. If not, alert the local fire brigade (use appropriate nomenclature); and
 - (3) Notify the MSG at Post One (or use appropriate nomenclature) immediately.

12 FAH-7 Appendix I-2.2 Post Orders for Vehicle Gate Guard

(TL:LGP-01; 08-10-2001)

- a. Telephone number: To be provided after contract award.
- b. Radio call sign: To be provided after contract award.
- c. Function: To control and operate the electric gates and the delta barrier at the main vehicle entrance gate of the embassy, and to inspect all authorized vehicles entering the embassy.
- d. Hours: As set forth in Exhibit A of contract.
- e. Specific duties: The gate guard will observe the following instructions:

- (1) Assure that appropriate entries are made in the post log in accordance with the general orders;
 - (2) Except during entry or exit of vehicles, the main gates will remain closed at all times;
 - (3) The guard will first visually identify the vehicle as approved for access before opening the gate and before the delta barrier is lowered;
 - (4) The delta barrier should always be maintained in the raised position except when vehicles are entering or exiting;
 - (5) Open the outside gate only when it is necessary to allow access and when the inside gate is closed;
 - (6) Open the inside gate only after the vehicle has been inspected; the identification card of each occupant of the vehicle has been checked; and the outside gate is closed;
 - (7) Do not permit anyone inside the guardhouse except those having official business;
 - (8) Guards will not permit pedestrians to gain access to the embassy compound through the vehicle entrance. Guards will request that pedestrians utilize the pedestrian entrance;
 - (9) In the event that force is used to prevent unauthorized entry, the guard will immediately notify the MSG at Post One;
 - (10) Guards will be alert for any person who appears to be conducting surveillance of the embassy. During embassy business hours, the guard will immediately report any possible surveillance to the shift supervisor and the RSO. After business hours, the guard will report the same to the shift supervisor and the MSG at Post One; and
 - (11) Guards will remain at their post until properly relieved. During the period 1800-0600 hours the guard will conduct a radio check with the dispatcher or shift supervisor every 30 minutes.
- f. Emergencies: Should any of the events listed below occur, the gate guard must make an appropriate entry in the post log, following instructions in the general orders, and may be required to prepare an incident report as directed by the supervisor. Notify the MSG on Post One, the RSO and/or PSO, and the shift supervisor. Local police or emergency responders shall be called only with authorization of the RSO and/or PSO or the MSG, Post One, in consultation with the senior officer

present and/or duty officer, if the RSO and/or PSO are not present.

- (1) In case of fire, have a fire extinguisher in the guard post. Know where it is located and how to operate it for the type of fire being fought. Suppress the fire, using the fire extinguisher and notify the MSG on Post One and the RSO through the shift supervisor;
- (2) If a bomb or incendiary device is discovered, notify the MSG on Post One and the RSO through the shift supervisor. Clear the area and do not touch the suspected device;
- (3) If the embassy is attacked, maintain the order and security of the embassy compound. Notify the MSG on Post One and the RSO through the shift supervisor; and
- (4) If a chemical and/or biological device is discovered or if a threat or attack occurs, notify the MSG on Post One and the RSO and/or PSO through the shift supervisor. Clear the area and do not touch the suspected device.

12 FAH-7 Appendix I-2.3 Post Orders for Pedestrian Gate Guard

(TL:LGP-01; 08-10-2001)

- a. **NOTE:** Telephone numbers and radio call signs, if applicable, will be provided after contract award.
- b. Function: To control pedestrian traffic at the main entrance to the chancery.
- c. Hours: As set forth in Exhibit A of contract.
- d. Specific duties: The pedestrian entrance guard will observe the following instructions:
 - (1) Assure that appropriate entries are made in the post log in accordance with the general orders;
 - (2) The guard will inspect the identification card of each employee before granting access to the embassy compound;
 - (3) The guard will grant access to legitimate visitors to the embassy. The guard will request guidance from the MSG at Post One if any question should arise as to who should be allowed entry;

- (4) The guard will visually inspect the purses, briefcases, packages, or other belongings of all visitors for weapons or suspicious objects;
 - (5) During business hours, the discovery of a weapon or suspicious object will be immediately reported to the shift supervisor, MSG at Post One and the RSO;
 - (6) After business hours, the guard will report the above to the shift supervisor and the MSG at Post One;
 - (7) The guard will immediately seize the weapon and/or suspicious object, deny entry to the visitor and await instructions;
 - (8) The guard will allow entry to any person, who, in the considered opinion of the guard, is not a threat or poses no danger and who requests to speak to a U.S. embassy officer. After business hours, the MSG at Post One will be notified before access is granted;
 - (9) The guard will deny access to unauthorized persons attempting to penetrate the embassy compound perimeter. The minimum amount of force required will be used to prevent entry;
 - (10) The guard may summon a member of the local police authority assigned to the embassy for assistance if necessary. The guard will immediately notify the shift supervisor and the MSG at Post One in the event force is used to deny entry to the embassy compound;
 - (11) The guard will be on constant alert for criminal or terrorist surveillance directed toward the embassy or embassy personnel. During business hours, the guard will immediately report any possible surveillance to the shift supervisor and the RSO. After business hours, the guard will report the same to the shift supervisor and the MSG at Post One; and
 - (12) The guard will remain at his or her post until properly relieved. During the period 1800-0600 hours, the guard will conduct a radio check with the dispatcher or shift supervisor every 30 minutes.
- e. Emergencies: Should any of the events listed below occur, the pedestrian entrance guard must make an appropriate entry in the post log, following instructions in the general orders, and may be required to prepare an incident report as directed by the supervisor. Notify the MSG on Post One, the RSO and/or PSO and the shift supervisor. Local police or emergency responders shall be called only with authorization of the RSO and/or PSO or the MSG, Post One, in consultation with the senior officer present and/or duty officer, if the RSO and/or PSO are not present.

- (1) In case of fire, have a fire extinguisher in the guard post. Know where it is located and how to operate it for the type of fire being fought. Suppress the fire, using the fire extinguisher and notify the MSG on Post One and the RSO through the shift supervisor;
- (2) If a bomb or incendiary device is discovered, notify the MSG on Post One and the RSO through the shift supervisor. Clear the area and do not touch the suspected device;
- (3) If the embassy is attacked, maintain the order and security of the embassy compound. Notify the MSG on Post One and the RSO through the shift supervisor; and
- (4) If a chemical and/or biological device is discovered or if a threat or attack occurs, notify the MSG on Post One and the RSO and/or PSO through the shift supervisor. Clear the area and do not touch the suspected device.

12 FAH-7 Appendix I-2.4 Post Orders for Explosives Detection and X-Ray Inspection Guard

(TL:LGP-01; 08-10-2001)

- a. Telephone number: To be provided.
- b. Radio call sign: To be provided.
- c. Functions: Vehicle and/or pedestrian perimeter access control inspection and inspection of suspect vehicle and packages.
- d. Hours: As set forth in Exhibit A of contract.
- e. Specific duties: The following instructions apply to the use of explosive detection equipment and x-ray inspection machinery:
 - (1) The guard shall inspect every employee or visitor vehicle. Each visitor's or delivery person's package, personal bag, and designated mail delivery will be inspected before allowing it to be introduced into the embassy or consulate grounds or building. In addition, any vehicle or package suspected of containing explosives or other dangerous items discovered in proximity to the embassy or consulate shall be inspected. No vehicle or container shall be allowed onto the grounds or into the facility without completion of the prescribed inspections and subsequent clearance. No searches will involve touching another person or removal of any article of clothing from the person. Only the RSO and/or PSO can except the

- prescribed initial or secondary inspection;
- (2) Explosive detection equipment shall be employed as a complement to full visual inspection of each vehicle and the contents of delivery vehicles before allowing entry onto the chancery grounds. Inspections will be conducted to prohibit entry of explosives onto the controlled grounds;
 - (3) X-ray machinery shall be used to inspect every hand-carried package, bag, and briefcase at the pedestrian entrance to the chancery property. These inspections will be conducted to detect and prohibit the introduction of prohibited items onto the grounds or into the facility. Prohibited items include explosive devices, flammable liquids, guns, edged weapons, recording devices, electronic devices, still cameras, and video cameras;
 - (4) X-ray machinery may also be situated at the delivery dock to inspect boxes, furniture and equipment before allowing entry into the facility;
 - (5) In the event that an explosive or prohibited item is detected by use of the equipment, the vehicle or person shall be denied entrance until full secondary inspection is completed. If an explosive device or prohibited item is found, the RSO and/or PSO will be notified immediately and requested to provide guidance on the disposition of the detection situation. In addition, the MSG, Post One, and the guard supervisor will be immediately notified for appropriate follow-on action;
 - (6) The inspecting guard will not touch the explosive device. The guard will take possession of any other prohibited item, and will be careful to guard against allowing the person possessing the item to use it during the inspection process. The prohibited item may be held for safekeeping at the guard station until the departure of the owner, except weapons, which may only be taken into safekeeping if presented in a safe, unloaded state (weapons clearing shall be done only outside the facility). Furthermore, weapons in safekeeping may only be returned to the owner if the owner has legal license to carry the weapon. Confiscated items will be brought to the immediate attention of the RSO and/or PSO, MSG, Post One, and the guard supervisor;
 - (7) Equipment or machinery operator maintenance will be conducted by the guard or equipment supervisor as prescribed with the operation and/or maintenance guidebook instructions and at the beginning of each day shift. Completion of maintenance will be logged in the

guard post log and in the equipment maintenance logbook; and

- (8) Guards shall direct any question about their procedures or guard orders to the RSO and/or PSO.
- f. Emergency instructions: Should any of the events described below or any observed act offer danger to any person, property or facility, the guard shall call for assistance, then immediately notify the RSO and/or PSO, MSG, Post One, and the guard supervisor. Police or emergency responders shall be called only with authorization of the RSO and/or PSO, or MSG, Post One, if the RSO and/or PSO are not available.
- (1) If a bomb, explosive device or incendiary device is discovered, immediate action to warn all persons away from the area and to take cover in the facility are crucial to protect against injury. Notify all persons within calling distance to move away and advise the MSG, Post One, of the situation in order to activate the appropriate alarm. Secure the gates and entry barriers to protect against the device being brought closer to the facility;
 - (2) Any suspect vehicle or package left within close range to the embassy or consulate may be an emergency and should be fully inspected with explosive detection equipment to provide an early warning. The first steps for any suspect vehicle or package are to warn everyone away, and to immediately notify the RSO and/or PSO and the MSG, Post One. Call for assistance to conduct an inspection of the suspicious vehicle or package with the explosive detection equipment. If an explosive is detected or a bomb discovered, immediately depart the area for cover and advise the MSG, Post One, to sound the alarm; and
 - (3) If the embassy or consulate is under attack or an intrusion is detected, secure the entry gates and the guard booth. Notify the MSG, Post One, and the RSO and/or PSO. Notify the guard supervisor to provide back-up assistance. Prepare to withdraw to the emergency fall-back position, in coordination with the MSG, Post One.
- g. Medical emergency: Notify MSG, Post One, and the RSO and/or PSO. Call the guard supervisor for back-up assistance. Be prepared to guide medical response personnel to the location of the victim. Provide first aid assistance to the victim.
- h. Fire: Notify MSG, Post One, and the RSO and/or PSO. If possible, attempt to use extinguishers against the fire. Be prepared to direct the emergency response team to the fire. Call the guard supervisor for back-

up. Obtain authority from the RSO and/or PSO or MSG, Post One, to allow the fire fighters to enter the embassy or consulate grounds, if needed to fight the fire.

12 FAH-7 Appendix I-2.5 Post Orders for Chancery Lobby Walk-Through Metal Detector (WTMD) Guard

(TL:LGP-01; 08-10-2001)

- a. Telephone Number: To be provided after contract award.
- b. Radio call sign: To be provided after contract award
- c. Function: To control pedestrian access of persons desiring to enter the chancery.
- d. Hours: As set forth in Exhibit A of contract.
- e. Specific duties: The lobby WTMD guard will observe the following instructions:
 - (1) Assure that appropriate entries are made in the post log in accordance with the general orders;
 - (2) The guard will visually inspect the contents of purses and briefcases belonging to embassy visitors. These items will be left on the counter and the visitor will be requested to pass through the WTMD. If the visitor clears the WTMD, the purses and/or briefcases will be returned and the visitor will be issued a visitor's pass, which will be recorded in the post log;
 - (3) Packages and bags, other than purses and briefcases, are not allowed inside the embassy. They will be retained by the guard and returned when the visitor departs. The visitor will then be directed to the receptionist's booth. The RSO is the only person who can override this order;
 - (4) In the event the visitor activates the alarm of the WTMD, he or she will be politely requested to place any large metallic objects he or she may be carrying on the counter and pass through the WTMD again. If the alarm again activates, the hand-held metal detector (HHMD) will be used. If it cannot be resolved, the MSG at Post One will be consulted for guidance;
 - (5) The guard will not physically touch a visitor or request that a visitor remove any articles of clothing such as belts or shoes;

- (6) In the event a weapon or suspicious object is discovered the guard will seize the weapon and/or object and notify the MSG at Post One;
 - (7) Cameras, recording devices and knives are not allowed in the embassy without the approval of the RSO, and the guard will retain such items for return when the visitor departs the chancery, unless given specific instructions by the RSO; and
 - (8) All persons entering the property are subject to inspection, except for those exempted, if any, by the post's RSO.
- f. Emergencies: Should any of the events listed below occur, the guard must make an appropriate entry in the post log, follow instructions in the general orders, and may be required to prepare an incident report as directed by the supervisor.
- (1) In case of fire, have a fire extinguisher in the guard post. Know where it is located and how to operate it for the type of fire being fought. Suppress the fire, using the fire extinguisher and notify the MSG on Post One and the RSO through the shift supervisor;
 - (2) If a bomb or incendiary device is discovered, notify the MSG on Post One and the RSO through the shift supervisor. Clear the area and do not touch the suspected device;
 - (3) If the embassy is attacked, maintain the order and security of the embassy compound. Notify the MSG on Post One and the RSO through the shift supervisor; and
 - (4) If a chemical and/or biological device is discovered or if a threat or attack occurs, notify the MSG on Post One and the RSO and/or PSO through the shift supervisor. Clear the area and do not touch the suspected device.

12 FAH-7 Appendix I-2.6 Post Orders for Access Control Booth Guard

(TL:LGP-01; 08-10-2001)

- a. Telephone Number: To be provided after contract award.
- b. Radio Call Sign: To be provided after contract award.
- c. Function: To control access doors and maintain surveillance of the consular section lobby.

- d. Hours: As set forth in Exhibit A of contract.
- e. Specific duties: The following instructions will be observed by the access control booth guard:
- (1) Assure that appropriate entries are made in the post log in accordance with the general orders;
 - (2) The guard will constantly maintain surveillance of the consular section lobby and visa section waiting room, citizens' services, and CCTV monitors, being alert to problems or disturbances;
 - (3) In the event of a disturbance, the guard will immediately lock down all doors, notify the MSG at Post One, the RSO, and await instructions. In the event the RSO is not immediately available, the shift supervisor should be contacted;
 - (4) The guard will electronically open the door to the American Services area to U.S. citizens who seek admission;
 - (5) In the event a weapon or suspicious object is discovered by the consular section lobby guards, the access control booth guard will take possession of the item and notify the MSG at Post One; and
 - (6) The guard will not give information to applicants concerning consular operations or assist in filling out visa applications. Visa applicants with questions about nonimmigrant visas should be referred to the information sheets available at the entrance or advised to call the consular section during business hours.
- f. Emergencies: Should any of the events listed below occur, the guard must make an appropriate entry in the post log, follow instructions in the general orders, and be required to prepare an incident report as directed by the shift supervisor. Notify the MSG on Post One, the RSO and/or PSO and the shift supervisor. Local police or emergency responders shall be called only with authorization of the RSO and/or PSO or the MSG, Post One, in consultation with the senior officer present and/or duty officer, if the RSO and/or PSO are not present.
- (1) In case of fire, have a fire extinguisher in the guard post. Know where it is located and how to operate it for the type of fire being fought. Suppress the fire, using the fire extinguisher and notify the MSG on Post One and the RSO through the shift supervisor;
 - (2) If a bomb or incendiary device is discovered, notify the MSG on Post One and the RSO through the shift supervisor. Clear the area and do not touch the suspected device;

- (3) If the embassy and/or consular section is attacked, maintain the order and security of the embassy compound. Notify the MSG on Post One and the RSO through the shift supervisor; and
- (4) If a chemical and/or biological device is discovered or if a threat or attack occurs, notify the MSG on Post One and the RSO and/or PSO through the shift supervisor. Clear the area and do not touch the suspected device.

12 FAH-7 Appendix I-2.7 Post Orders for Residential Exterior Guard

(TL:LGP-01; 08-10-2001)

- a. Telephone Number: To be provided after contract award.
- b. Radio Call Sign: To be provided after contract award.
- c. Function: To control pedestrian traffic, maintain surveillance of the exterior of the residence, and deny access to the residence compound.
- d. Hours: As set forth in Exhibit A of contract.
- e. Specific duties: The residential exterior guard will observe the following instructions:
 - (1) Assure that appropriate entries are made in the post log in accordance with the general orders;
 - (2) The guard will maintain constant surveillance of the exterior of the residence, being alert for any problems or disturbances. In the event of a disturbance, the guard will immediately notify the shift supervisor;
 - (3) The guard will deny access to the residential area (house or compound) by using the minimum amount of force required to prevent access;
 - (4) If necessary, the guard may summon the mobile patrol guards on patrol in the area for assistance. The guard will immediately notify the shift supervisor of an incident in the event force is used to deny access to a residence or residential compound; and
 - (5) The guard will be on constant alert for criminal or terrorist surveillance directed at the residential post or embassy personnel residing at the residence. If hostile surveillance is detected, the

guard will report it to the shift supervisor and the RSO during business hours. After business hours, the guard will report the information to the shift supervisor and the MSG at Post One. Also, an incident report will be prepared and an entry in the post log will be made.

- f. Emergencies: Should any of the events listed below occur, the guard must make an appropriate entry in the post log, follow instructions in the general orders, and be required to prepare an incident report as directed by the shift supervisor. Notify the MSG on Post One, the RSO and/or PSO and the shift supervisor. Local police or emergency responders shall be called only with authorization of the RSO and/or PSO or the MSG, Post One, in consultation with the senior officer present and/or duty officer, if the RSO and/or PSO are not present.
- (1) In case of fire, notify the occupant of the residence and evacuate the premises. After notifying the occupants of the residence, notify the shift supervisor and if possible the MSG on Post One. If a fire extinguisher is available know how to use it and suppress the fire;
 - (2) If a bomb or incendiary device is discovered, notify the occupant immediately and evacuate the premises. Notify the MSG on Post One and the RSO through the shift supervisor. Clear the area and do not touch the suspected device;
 - (3) If the residence is attacked, maintain the order and security of the residence (and or compound). Notify the MSG on Post One and the RSO through the shift supervisor; and
 - (4) If a chemical and/or biological device is discovered or if a threat or attack occurs, notify the MSG on Post One and the RSO and/or PSO through the shift supervisor. Clear the area and do not touch the suspected device.

12 FAH-7 APPENDIX I-3 POST LOGS

(TL:LGP-01; 08-10-2001)

Each guard post is provided with a post log. Post logs provide specific instructions relative to the guard service to be provided at the guard post. It is the responsibility of each guard assigned to maintain the post log in the following manner:

- (1) Upon assuming the duty, the guard must enter the time, date and his or her name;

- (2) Upon assuming duties at a post, the relief guard will inspect the post to insure that all guard equipment and supplies are present, and that all guard and/or security equipment is in good working condition. Such equipment may include telephones, radios, flashlights, vehicle inspection mirrors, HHMDs/WTMDs, CCTV monitors, and vehicle barriers. Any malfunctioning or broken security equipment will be noted in the post log and will be reported to the shift commander or supervisor immediately, and an incident report prepared;
- (3) During the time assigned, the guard is required to note the time and make an entry as to the nature of any event considered to be of a security nature (e.g., an attempt to enter the facility or destroy U.S. Government property, and direct attacks by force on the guard post or guard personnel, etc);
- (4) Where any security event occurs, the guard:
 - (a) Notifies his or her supervisor and others as instructed in the post orders;
 - (b) Makes the appropriate entry in the post log;
 - (c) Prepares an incident report; and
 - (d) Reports orally to the shift commander or supervisor at the time of the next post inspection and provides that person with the incident report;
- (5) During the time assigned, when the supervisor provides specific instructions for the guard, such instructions are to be entered in the log, with the time indicated when they are received;
- (6) If, at any time, a guard is relieved on post for any reason, the guard assigned in relief must enter the time, his or her name and the reason for the relief; and
- (7) At the end of the assigned tour of duty, the guard must initial the log, assuring that all entries have been made properly during his or her period of assignment.