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## On-Site Administration: Security Procedure

### I. Purpose:

This document describes the on-site security, lockup, and key procedures followed at the TWP sites.

### II. Cautions and Hazards:

- All equipment and tools are for **Official Use Only**.

### III. Requirements:

- Keys to the Instrument Vans or Containers.
- Incident Report Form (make copies as needed).
- Sign Out Form for Keys (make additional copies as needed).

### IV. Procedure:

#### A. Locking Up:

1. Keep the instrument vans or cargo containers locked at all times, except when an observer is performing the daily rounds or is working in a particular van or container.
2. Lock the gate leading from the airport waiting area to the TWP ARCS site whenever possible. This is especially important when an airplane is arriving or departing and people are gathering nearby at the airport. Keep the gate locked for at least one hour before and after an airplane is scheduled.

#### B. Keys:

1. Keep the keybox located in the U-van workroom locked at all times.
2. Post a Sign-Out Form for Keys on a clipboard next to the keybox.
3. Before removing or borrowing a key from the keybox, you must complete the Sign-Out Form for Keys (attached). When you return a key, complete the "Date In" column of the form.
4. Assign one person to be responsible for the inventory of the keys and making sure that all keys are accounted for at all times. Any personnel assigned keys on a permanent basis must sign this form as well.

#### C. Theft or Vandalism:

1. If you notice that any van, container, tool, instrument, or piece of equipment was tampered with, vandalized, or stolen, fill out an Incident Report Form (attached).

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2. Immediately notify the TWPPPO by phone if anything is stolen, vandalized, or there was an attempted forced entry into one of the containers.
3. After phoning TWPPPO, fax completed incident forms to TWPPPO.

**D. Equipment and Tools:**

1. All equipment and tools are for official use only. No tool or piece of equipment shall be removed or used for personal use.
2. Lock all tools in the red tool box or inside the X-van until needed for official use.

**V. References:**

None.

**VI. Attachments**

1. Incident Report Form
2. Sign Out Form for Keys

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**Attachment 1: Incident Report Form**

**INCIDENT REPORT FORM**

(Fill out for any theft, vandalism, or unauthorized entry)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Equipment Involved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and time when the incident was first observed or noticed: \_\_\_\_\_

\_\_\_\_\_

Person who first noticed the incident: \_\_\_\_\_

Describe the incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Fax this completed for to the TWPPPO at 05-1-505-667-9122

