

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 31-101**

17 NOVEMBER 2003

Security



**SECURITY AND EVACUATION OF
BUILDINGS 8110, 8122, 8124, AND 8127**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 10 MSG/LGRR
(Civ, Mr. Michael O'Garro)
Supersedes USAFI31-101, 7 March 2001

Certified by: 10 MSG/LGR
(Civ, Mr. Charles Daniels)
Pages: 4
Distribution: F

This instruction implements AFD31-1, *Physical Security*, by establishing procedures for using, securing, and protecting Building 8110 on the United States Air Force Academy (USAFA). This instruction applies to all personnel working in or having access to Building 8110. In addition, it includes evacuation procedures for Fire, Bomb, Natural Disaster, and Hazardous spill threats that effect Buildings 8110, 8122, 8124, and 8127.

SUMMARY OF REVISIONS

Updates additional responsibilities for the building manager to include notification, evacuation, posting, changing, and removing Force Protection Condition (FPCON) signs. Establishes functional area responsibility to assist the building manager in securing the building and monitoring Entry Control Points (ECPs) and outlines occupant's evacuation procedures. A bar (|) indicates revision from the previous edition.

1. Occupants of Building 8110. Because Building 8110 is a primary storage facility with occupants from several different organizations, users must comply with this instruction to ensure resource protection and security. The building manager (10 MSG/LGRR) for Building 8110 will be the focal point to resolve all conflicts and situations not covered by this instruction.

1.1. Anyone without an access key must obtain supervisory approval when working in Building 8110 after normal duty hours.

1.2. Each branch chief, and tenant occupant must ensure windows, doors, and government resources are secured daily before departure.

1.3. Each organization must replace burned out light bulbs in their respective areas where ceilings are 10 feet or lower. The 10th Civil Engineer Squadron (10 CES) will replace bulbs where ceilings are higher than 10 feet.

1.4. Users must submit all routine work requests through the building manager or alternate 10th Mission Support Group Academy Support Branch (10 MSG/LGCB). In emergencies, users may request work directly.

2. Contingencies. During exercises or real world situations, the following procedures will apply to the security of Building 8110.

2.1. The building manager or designated representatives, appointed by the Division Chief from the 10th Mission Support Group Contracting Division (10 MSG/LGC) and the 10th Mission Support Group Logistics Readiness Division (10 MSG/LGR), has the overall responsibility to ensure Building 8110 is secured. This includes notification, evacuation, locking doors, posting FPCON information, and securing Entry Control Points (ECP). The building manager will receive directions from the Logistics Readiness Division (LGR) and Contracting Division (LGC) Unit Control Center (UCC).

2.1.1. When notified by the UCC, FPCON signs will be posted at all entrance and exit doors. Functional areas identified below will ensure doors are locked; signs are posted, changed and removed when directions are received from the building manager.

2.1.2. When access to Building 8110 is restricted, the building manager will activate the Security Detail consisting of personnel from LGC and LGR to perform Random Anti-terrorist Measures (RAM) at the ECPs. The building manager will provide specific instructions and the necessary materials to exercise control at ECPs.

2.1.2.1. The Security Detail will be trained by the building manager to conduct RAMs. The following functional areas will comprise this detail and perform security procedures during the time frame indicated:

Hours	Branch
1 – 2	Academy Support Branch (10 MSG/LGCB)
3 – 4	Logistics Readiness Division (10 MSG/LGR)
5 – 6	Infrastructure (10 MSG/LGCA)
7 – 8	Management Analysis and Support Branch (10 MSG/LGCW)
9 -	There after will be rotated as required

2.1.3. Individuals on detail will be stationed at the main ECP in Building 8110. Individuals with issued keys will use only the designated ECP.

2.1.4. Occupants other than LGC and LGR functional areas will provide security checks at designated ECPs within their areas of responsibility.

2.2. Evacuation. These procedures apply to a Fire, Bomb, Natural Disaster, and Hazardous spill threat in Building 8110. If directions are received to evacuate the building, personnel will depart the building immediately by the nearest exit.

2.2.1. Once all personnel have evacuated the building, the senior ranking person from each organization should assemble all personnel within their organization and determine if all employees are accounted for. The senior ranking person will then report personnel accountability information to their UCC. Personnel assigned to the north end of Building 8110 will evacuate to the grassy area northeast of Building 8110, or as determined by the senior ranking person.

2.2.2. Personnel assigned to Transportation, Vehicle Operations Section, Building 8122, 8124 and 8127, will evacuate to the grassy area adjacent to the Wing Headquarters, Building 8034. Depending on the situation, an alternate assembly location for transportation personnel is the grassy area east of Edgerton Road. Once all personnel have evacuated the building, the senior ranking person will determine if all employees are accounted for, and report personnel accountability information to LGR UCC.

2.2.3. Occupants on the southeast and southwest side of Building 8110 will evacuate from the south end of the building as determined by the senior ranking person. Personnel will evacuate to parking lot of the Health and Wellness Center, Building 8137, or as determined by the senior ranking person. The senior ranking person will then report personnel accountability information to their UCC.

2.2.4. Natural Disaster. During a tornado warning, **do not** evacuate the building. Move to the center of the building, and stay clear of all glass doors and windows.

2.2.5. Fire and Hazardous Spill. Exit the building through the nearest door away from danger and go 500 feet up-wind of the building. The rally point will be 500 feet up-wind and away from the building, or during inclement weather building 8034.

2.3. Occupants Responsibilities. Each organization in Building 8110 must establish procedures for security of their assigned areas. In addition, each of the following organizations must ensure their assigned doors are opened and closed during normal duty hours and are secured not later than 1700 each duty day:

Organization	Building 8110/Door Numbers
Material Acquisition (10 CES/CEOM)	1, 2, 3, 30, 32, and 33
AH Athletics Gift Shop Whse (AHCG)	1, 2, 3, 4, 5 and 6
Eagle Zone (10 CES/CEOFE)	8 and 22
Corps of Engineers (USCOE)	7
HAZMAT Pharmacy (TekStar, Inc TSI)	9
Supply Contractor (TekStar, Inc, TSI)	10, 11, 12, 13, 14, 15, 16, 17, 18, and 28
Furnishings Management (10 CES/CEHG)	19 and 20
Logistics Readiness Branch (10 MSG/LGR)	21 and 24
MGT Analysis & SPT Branch (10 MSG/LGCW)	23
Vehicle Operations Branch (10 MSG/LGRM)	
Heavy Equipment Section Supervisor (10 MSG/LGRMTM) secure building	Building 8122
Vehicle Operations Dispatch Section (10 MSG/LGRMT) secure building	Building 8124
Equipment Support Section (10 MSG/LGRMTM) secure building	Building 8127

2.3.1. During an exercise, the building manager will notify the Chief Quality Assurance Evaluator (QAE) and Functional Area Chief (FAC), who will advise the Logistics Support Services Contractor (10 MSG/LGRDS) of his or her responsibility under the contract.

2.3.2. Logistics Support Services and Custodial Contractors must comply with the security and key control requirements of their contract.

2.3.3. Personnel entering the building after normal duty hours will ensure that the door is locked and secure at all times.

3. Key Control. Each individual issued a key will sign an AF Form 1297, **Temporary Issue Receipt**, and safeguard all keys. No keys issued to an individual by the building manager may be duplicated.

3.1. Individuals whose keys (other than master keys) are lost, stolen, or misplaced may be required to rekey or replace the affected lock at their own expense. Individuals whose master key is lost, stolen, or misplaced may be responsible for costs to replace all locks and keys for that system.

3.2. Issue of master keys will be held to an absolute minimum and must be approved by the Chief of the Logistics Readiness Division and Contracting Divisions.

3.3. Upon reassignment, retirement, or termination, etc., key holders must return all keys to the building manager for Building 8110 before leaving the USAFA. All sections, branch chiefs, and tenant occupants must ensure keys are returned.

4. Form Adopted. AF Form 1297, **Temporary Issue Receipt**.

TERRY H. VENROY
Chief, Logistics Readiness Division