

THE SECURITY BUZZ



The Office of Security (OSY) at the National Processing Center Newsletter

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Around NPC



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<http://cww.npc.census.gov/osy/>

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Protecting Personal Belonging Tips

It is easy to let your guard down when at work. You build relationships and you usually spend more interactive time here than any other place. But, just like any other place, there is a theft risk. Here are a few tips to help you keep your personal belongings secure:

- 1) Don't put valuables on display- Visible valuables are a temptation for thieves.
- 2) Mark your belongings — Use a waterproof marker, UV pen or engraver to mark Computers, iPods and other expensive personal electrical equipment.
- 3) Make an inventory list — Make a list of the items you have with their barcode. You may take a photo and include it with your list. *(Photos should not be taken on NPC property.)
- 4) Secure belongings — Even if you are stepping away for a moment, secure your belongings. It only takes a moment for an item to be stolen.
- 5) Report thefts immediately — The sooner a report is made, the more likely it is that your belonging will be recovered.

To Report a theft at NPC:

- 1.) Notify Your Supervisor
- 2.) Your Supervisor will contact the Security Operations Center at ext. 83238
- 3.) Complete and Submit a BC-1206, Incident Report, to OSY, Bldg. 66, Rm. 104

HANDLING TELEPHONE THREATS

OSY-1055		U.S. DEPARTMENT OF COMMERCE NATIONAL PROCESSING CENTER	
GUIDELINES FOR HANDLING TELEPHONE THREATS			
GENERAL INSTRUCTIONS FOR THREATENING CALLS/BOMB THREATS			
REMAIN CALM, be courteous. Listen, do not interrupt the caller. Protest difficulty hearing. The caller, no matter how convincing, could be a prankster. Keep the caller talking.			
Section I - BOMB THREATS			
1. Location of bomb: <input type="checkbox"/> Internal <input type="checkbox"/> External	2. Date/Time bomb set to explode → a.m. p.m.	3. Date a.m. p.m.	4. Time call received a.m. p.m.
3. Exact location and description of bomb— a. If the caller indicates the bomb is in a NPC building, fill in the following: Building, Ser, Room, City, State, Date		b. Did the caller show knowledge of the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	
THIS MAY BE A GOOD TIME TO PRETEND DIFFICULTY HEARING CALLER!!!			
a. What does the bomb look like?	b. Where is the bomb placed?	c. What material is the bomb made of?	
a. What will cause it to explode?	b. Where are you calling from?	c. What is your name?	
1. Why do you wish to harm innocent people?	k. Other pertinent information.		
6. Telephone "hot date" →	7. Time call ended a.m. p.m.	8. Telephone extension call received	9. Location a.m. p.m.
IMMEDIATELY AFTER CALLER HANDS UP NOTIFY SECURITY CENTER ON (12) 239-3911—SEE SECTION IV			
Section II - THREATENING CALLS			
1. Location of call: <input type="checkbox"/> Internal <input type="checkbox"/> External	2. Personal threat or threat to others: <input type="checkbox"/> Threat to self <input type="checkbox"/> Threat to others - Specify →	3. Time received a.m. p.m.	4. Date received a.m. p.m.
REMAIN CALM. Listen, do not interrupt the caller. Stay calm as long as possible.			
Exact wording of the threat: _____			
5. Telephone "hot date" →	6. Time call ended a.m. p.m.	7. Telephone extension call received	8. Location a.m. p.m.
IMMEDIATELY AFTER CALLER HANDS UP NOTIFY SECURITY CENTER ON (12) 239-3911—SEE SECTION IV			
Section III - OBSCENE CALLS			
Hang up at the first obscene word or a call that is obscene in no manner other than sexual "leech". If obscene calls continue, notify Security Center on (12) 239-3911.			
Section IV - ACTION TO TAKE IMMEDIATELY AFTER RECEIVING ANY THREATENING CALL			
NOTIFY SECURITY CENTER ON (12) 239-3911 give the officer the following information:			
1. Nature of the call	2. Your name	3. Your location	4. Branch/Unit
5. Supervisor	6. Telephone extension on which you received call	7. Telephone number - if applicable	8. Time call received
9. Duration of the call			
NOTIFY YOUR SUPERVISOR/MANAGER, COMPLETE CHECKLIST ON REVERSE OF THIS FORM			
US CENSUS BUREAU			

The Form NPC-1055, Guidelines For Handling Telephone Threats, is used to instruct employees on what to do if a threatening call is received. NPC employees should:

Place the Form NPC-1055 near your phone for quick access.

Immediately after receiving any threatening call, contact the Security Operations Center on x83911 and give the officer the information in Section IV of the form.

Notify your Supervisor/Manager and complete the form.

Finally, submit the form to your Supervisor/Manager.

The Form NPC-1055 can be obtained at <http://cww/osy/threats.aspx>