

DEPARTMENT OF THE ARMY
U. S. Army Medical Department Center and School
Fort Sam Houston, Texas 78234-6100

Regulation
Number 190-3

30 April 1992

Security
SECURITY PLAN
AABEL AND WILLIS HALLS

1. PURPOSE. To prescribe policies, procedures, and responsibilities for the U.S. Army Medical Department Center and School (AMEDDC&S), after normal duty hours at Aabel and Willis Halls.

2. MISSION. To protect against the unauthorized removal of government equipment from Aabel and Willis Halls and assist personnel in evacuating the building during emergency situations

3 RESPONSIBILITIES.

a. The Chief, Security Intelligence Branch, Plans and Operations Division, will:

(1) Exercise staff supervision of personnel assigned security duties at Aabel and Willis Halls.

(2) Ensure security personnel are briefed and fit for duty.

b. Commander, Center Brigade, will furnish personnel for the following duties:

(1) AMEDDC&S Security NCO--E7 (Permanent party)

(2) Two security guards from Battalions (Holdover personnel not pending adverse actions).

4. PROCEDURES.

a. Personnel designated as AMEDDC&S Security NCO and Security Guards will report to room 011, Building 2840, NLT 1530 the day of duty or last duty day before a weekend or holiday for a security briefing.

b. Duty hours for the Security NCO are:

1600 to 0730-- weekdays
0800 to 0800-- weekends/holidays

c. Duty hours for security guards:

1600 to 0600 -- weekdays
0900 to 0900 -- weekends/holidays

d. Upon completion of security briefing, the Security NCO will assume security duties at the Security/Information Booth located in the entrance foyer of Abel Hall.

e. The Security NCO will exercise control over the two security guard personnel assigned to Willis Hall and ensure the following:

(1) That one security guard patrols the Basement and First Floor areas.

(2) That one security guard patrols the Second and third Floor areas.

(3) That all exterior doors to Willis and Abel Halls are secured NLT 1900 hours each day.

(4) That security guard personnel continually patrol all assigned areas, check all classrooms that are used after duty hours, check all other doors and exits to ensure they are secure and, observe all personnel to include students and cleaning teams.

f. The Security NCO will make a termination inspection of Willis Hall after all classrooms have been cleared and secured. Upon completion of the inspection, the Security NCO will lock the entrance doors.

g. All visitors after 1800 hours will log in and out of the building; all exterior doors except entrance doors from the patio into the foyer are locked at 1900 hours and telephones are monitored.

h. The Security NCO can use security guards for relief for short periods of time. (Must be able to return to area in less than 5 minutes).

APPENDIX A
AMEDDC&S SECURITY NCO
ORDERS

1. MISSION. To supervise assigned security personnel and ensure the security of government supplies, equipment, and facilities located in and around Aabel and Willis halls. Act as the AMEDDC&S control point for all inquiries, actions, and visitors after duty hours. Provide guidance and assistance to all personnel using Aabel or Willis Halls in case of evacuations and/or emergency situations.

2. PROCEDURES

a. Upon assumption of duties after briefing by Security and Intelligence Branch personnel, ensure that listing of classrooms authorized for off-duty use is current and available.

b. Brief and inspect security guard personnel

c. Ensure instructor personnel using the unassigned rotational classrooms are escorted to their respective classrooms. The Security NCO and instructor will verify the contents of the classroom and its cleanliness. Any discrepancies noted will be reported to the Security NCO and noted on the Staff Journal, DA Form 1594. It is important that the Security NCO is available at the security desk to rapidly check-in instructors so classes are not unduly delayed.

d. While classes are on-going, ensure that security guards are visible and patrolling their assigned areas. Upon termination of a class, the room will be inspected by the Security NCO and instructor, and then secured.

e. There will be classrooms used by AMEDDC&S personnel after duty hours which do not require clearance by the Security NCO. However, upon termination of all classes, these classrooms will be checked and locked by the Security NCO.

APPENDIX B
WILLIS HALL SECURITY GUARD ORDERS

1. MISSION. To protect against the unauthorized removal of government equipment from Willis and Aabel Halls and assist personnel in evacuating the building during emergency situations

2 POSTS

a Post 1-- Basement and First Floor areas of Willis Hall

b Post 2-- Second and Third Floor areas of Willis Hall

3. PROCEDURES Security guard personnel will ensure the following:

a. That all rooms, offices, and classrooms are secured unless in use by authorized individuals or are cleaned by properly signed-in cleaning team.

b. No one enters/exit the building through the fire exits or perimeter doors except during emergencies. Individuals will be directed to use the main entrances on the First Floor.

c. Security guard personnel will station themselves at the entrance foyer of Willis Hall in order to escort instructor personnel to their respective classrooms.

d. Security guards will not unlock classrooms. Only the Security NCO.

e. After all classes have started, assume roving security duties until classes begin terminating.

f. Personnel will not be permitted to remove government equipment from classrooms or from the building. Anyone observed moving equipment from classroom to classroom or taking equipment from the building will be stopped and escorted to the Security NCO.

g. If anyone refuses to follow these instructions, get as much personal information as possible and notify the Security NCO. Under no circumstances try and stop individuals by use of force.

h. Remain on roving patrol duty until properly relieved by the Security NCO. Guards can rotate posts between themselves.

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i. Security guards are not authorized to have radios, reading material, visitors, or consume food or beverages while on patrol. The Security NCO can authorize breaks.

4. EQUIPMENT: Security guard personnel will have the following equipment:

- BDUs/with soft cap.
- b. Highly shined boots
- c. Set of guard orders

(HSMC-OPS)

FOR THE COMMANDER:

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