

NWDTP Cheat sheet

P Power

I Ignition

E Explosive

S Sharprinal

Breast, butt, belt, groin,

Cup, - arm extended out with the cup. Have them pull the lid off, you look inside, then take the cup and check for hidden compartments and then shake cup.

Breast, - back of the hand, thumb in, notify camera person about sensitive area to search.

Speech for security entry control

How are you doing, where are you going today? I need to see a photo I.D. you are coming into a Federal Facility, You are going through an Administrative Inspection we are looking for weapons and explosives.....

Paragon NWDTP Study Guide

1. Explain the function of the E-Stop buttons?

Emergency-stop button.

Quickly turns unit off.

There are three E-Stops.

One on the keyboard and one on each end of the machine above the tunnel entrance and exit.

Activated by pushing in.

Disengage by twisting and pulling out.

Machine will not turn on if E-Stop is activated.

Use only for: Catastrophic event or Something live is in the Tunnel

2. Identify the functions of the Priority keys?

P-1=Accept changes, acknowledges messages & return to parent menu.

P-2=Cancel entries & refuses proposed actions.

P-3=Mark bags that need to check.

3. What is the purpose of the image review buttons?

Allows the operator to review images of objects that have already been screened.

Conveyor belt stop When review function is selected. Push the "STOP BUTTON" To End Review process

4. What is the purpose of checking items on the conveyor belt prior to X-Ray screening?

The PSO will inspect the bins to ensure the items are positioned correctly prior to the bin being placed on the conveyor belt. Also, The PSO will check for weapons, Explosives, prohibited items, Prior running through the X-RAY Machine

5. How far apart should items be placed on the X-Ray conveyor belt?

At least 8-inches between items to allow each item to be screened separately. Every 15 minutes the PSO will establish a distance of at least (20) inches between two items to allow detectors to refresh

6. What do the 3 main colors (orange, green, Blue,) represent?

Orange is low density (Organic Materials). Most explosives will appear Orange as well as other organic items such as food, beverages and clothing

Green is medium density, (Inorganic Materials) such as glass, soles of shoes, tennis balls.

Blue is high density; most metals will appear blue or black depending on the thickness or density including most weapons and many bomb components.

Examples of each PIES component:

Power Source – Match, Watch Battery, Battery, Power-Pack

Initiator – Blasting Cap/Detonator

Explosive – TNT, PETN, TATP, Semtex®, ANFO, Smokeless/Black Powder

Switch – Toggle switch, clock, cellular telephone

Container – Pressure Cooker, Metal/PVC pipe

7. How do you save an image?

Save current image to the Image Management System (IMS).

8. Explain the shut-down procedures?

When shutting down the X-ray machine use the following procedures: Exit all menus.

Ensure no item is in the tunnel or left on the conveyor belt.

Turn the key switch to the left (O position).

Remove the key (if required by post orders).

9. Identify and name the four (4) primary components of the WTMD.

1. Transmitter Panel/Column

2. Receiver Panel/Column

3. Control Unit (Entry Control Unit & Exit Control Unit)

4. Crossbar (Control Unit Location)

10. What do 4 green dashes indicate?

People are free of metal.

11. What do three or four green stars and any number of red stars indicate?

The following alarm signals will result in a secondary screening:

*** three (3) and ****four (4) GREEN stars*

* One (1) or more RED stars and an audible alarm signal.

Ferr = Ferrous (Metal / Iron)

No-Ferr = Non-Ferrous (Metal / non-Iron)

12. What does a constant audible alarm indicate?

The WTMD provides the following audible alarm signals:

Constant Audible Alarm – Medium to Large metal mass

13. What does an Intermittent audible alarm indicate?

Intermittent Audible Alarm – large to Very Large metal mass

14. Name two special situations that could or will require secondary screening.

Persons with casts/splints, prosthetics, etc. Go through WTMD. Secondary screening is required when the WTMD alarms.

Wheelchairs, strollers, car seats, etc. Secondary screening is required. X-ray if possible

15. Name at least three things that can cause the NWDTP to give false alarms or malfunctions.

The following conditions can cause false alarms:

Moving the WTMD.

Metal objects that pass within (3) three feet of the WTMD.

More than one person passing through the WTMD at a time.

Persons waiting to be screened standing/passing within (3) three feet of the WTMD entrance.

16. Ask the student to provide required communication prior to secondary screening.

Sir/ Ma'am: Welcome

What is the purpose of your visit today? This is a Federal facility; everyone entering this facility is subject to an administrative inspection for WEAPONS AND EXPLOSIVES.

Do you have any of these items with you today?

May I see some form of Identification?

Please place any and all the items from your pockets including your belt, coats jackets, hats and jewelry into this bin.....Note Paper money is kept by visitor

Observe visitor place items into bin (watching for prohibited items)

17. What Question may be asked of a PWD with a services animal?

Is the animal required because of a disability? PERIOD

18. Under what conditions can a service animal be removed?

A service animal can be removed for the following reasons:

The animal is out of control and the handler doesn't take effective action to maintain control.

The animal is not housebroken.

19. If the service animal is removed, is the PWD authorized to return without the animal present?

YES

20. What of the four out of the seven signs associated with someone concealing a weapon?

- Indexing (security check)
- Unnatural Gait
- Jacket Sag
- Hunchback Stride
- Bulges and/or the outline of a weapon.
- Visible Weapon
- Palming
- Inappropriate clothing for the season.

21. What if the visitor refuses to submit to administrative inspection?

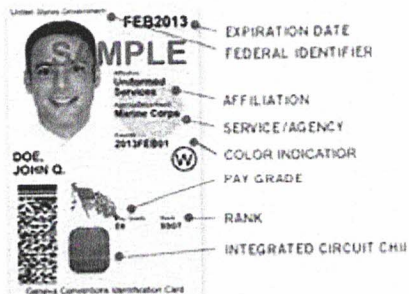
A person is free to leave without further screening if they have *not attempted entry* into the secure area.

A visitor has attempted entry into the secure area if:
They have walked through the Walk-Through Metal Detector
Or their items have gone into the x-ray machine for inspection.

22. What does FOUO means? FOR OFFICIAL USE ONLY

23. What is the proper procedure for checking ID's?

- Request and take possession of ID
- Compare photo to person
- Check expiration date
- Altered/tampered
- Return ID



When Photo Identification is required to enter Federal facilities, the PSO will inspect and verify the identification by taking the following steps:

- Request and take possession of ID
- Compare photo on ID to the person
- Check the expiration date
- Make sure the ID is not altered
- Return ID

Identification cards that are acceptable for entry into secure areas must include the following information:

- The person's full legal name, date of birth, and gender
- The person's driver's license or identification card number
- A digital photograph of the person
- The person's address of principal residence
- The person's signature
- Physical security features designed to prevent tampering, counterfeiting, or duplication of the driver's licenses and identification cards for fraudulent purposes
- A common machine-readable technology, with defined minimum elements

24. What is the procedure for unauthorized identification?

DENIED ENTRY

25. What are the response procedures for a prohibited item?

The following procedures should be followed if the PSO detects a prohibited item:

- Prohibited items detected during screening will be processed in accordance with the post orders. Exception/Exemption Policy may apply.
- Document the prohibited item on the "Prohibited Items Report."
- If a prohibited item is returned to the owner, the owner will have to remove the item from Federal Property.

Keep in mind that the prohibited items list and the procedures for handling prohibited items are established by the DO/FSC.

26. What are the response procedures for a Dangerous weapon?

The following procedures should be followed if the PSO detects a dangerous weapon, explosive and/or other illegal item during screening:

- Gain and maintain control of item.
- Detain the individual.
- Notify the FPS Mega Center for LEO response.
- If necessary, notify local law enforcement when FPS immediate response is unavailable.
- Document the event on the "Officer's Operations Log."
- Follow other procedures as required by the Post Orders and Occupant Emergency Plan.

Keep in mind that the Screening Station personnel may have to deviate from these procedures based on the totality of the circumstances especially in situations where the dangerous weapon and/or other illegal item is involved

What are the response procedures for an Explosives/IED?

The following procedures should be followed if the PSO detects a Bomb or components during screening:

- Gain and maintain control of individual with item. Do not touch item!
- Isolate area around bomb/component by establishing a safe and secure perimeter.
- Move to a safe position that permits you observation of the device.
- Move behind hard cover, solid walls, etc. (if possible while maintaining control of the item)
- Follow other procedures as required by the Post Orders.
- Notify the FPS Mega Center for LEO response.
- If necessary, notify local law enforcement when FPS immediate response is unavailable.
- Document the event on the "Officer's Operations Log." (1103)
- Follow other procedures as required by the Post Orders and Occupant Emergency Plan.

A phone with a hard-liner should be used if available. However, do not leave the device unattended. If necessary, use cell phone or radio to make notifications but only after you have established a safe and secure perimeter and moved behind cover.

27. If the WTMD gives a positives alarm signal, Can the visitor go through a second time?
NO, NO, NO

28. What is the procedure for a refusal to enter the WTMD due to medical issues?

A person may refuse to go through WTMD due to:

Pregnancy

Medical Implants

Other medical conditions/reasons

Persons that refuse to go through the WTMD will be screened per the secondary screening procedure

29. Describe Gender Expression and how it is accommodated in the workplace

Gender Expression defined:

Gender Expression or Identity is the individual's internal sense of being male or female. "Gender expression" is how individuals present their gender (male or female) through gender related cues (e.g. appearance, grooming, and clothing); even if that gender presentation is different from that associated with the person's assigned sex at birth.

Visitors and occupants can use restrooms, locker rooms and other gender specific facilities consistent with their gender expression.

When visual observation does not allow ready identification of gender the only proper question to ask is "Do you identify yourself as male or female?"

When addressing visitors at federal facilities it is important to use the proper pronouns for the gender they exhibit.

SIGNS ASSOCIATED WITH A PERSON CONCEALING A WEAPON IN DETAIL

Topic 1: Security Check

Gun violators will typically touch and/or adjust the weapons concealed on their bodies numerous times during the day.

This may be a gentle and difficult to observe bump with the elbow, wrist or hand.

On rare occasions, it could be a distinct grasping of the weapon as they adjust it.

Violators often make this gesture when getting out of a chair or a car or when walking up a flight of stairs or high curb.

Topic 2: Unnatural Gait

Gun violators may walk with an awkward gait. They may fail to bend their knees because they have rifles or shotguns in their pants.

They may also walk uncomfortably because they have guns, knives or other weapons hidden in their boots or shoes causing discomfort.

Again, the total circumstances will indicate the likelihood of a weapon being present unnatural gait, but he or she will likely not appear to be nervous.

You will also not see the rigid line of a rifle running down the outer pants leg as the person walks or the periodic bulge from the butt of the gun above the waistband as it moves back and forth.

Topic 3: Jacket Sag

When you place a handgun in a jacket pocket, the coat typically hangs lower on the side where the weapon is located. In addition, you will often see the fabric pulled tight from the weight of the gun, and the weapon may swing as a violator is walking.

Often, the outline of the weapon may be observed in the pocket area. In some cases, the violator will attempt to hold or pin the weapon if it begins to swing or beat against their body.

In cases where the violator becomes extremely nervous when approached by an officer, he or she may grasp the weapon to keep it from swinging or put a hand in the pocket.

While this is often seen when people have items other than a weapon in their pocket, it is also an indicator that is very typical of the gun violator, particularly when observed with other behaviors described here.

Topic 4: Hunchback Stride

When trying to conceal a shotgun, rifle or submachine gun under a coat while walking, the butt of the weapon will often cause a noticeable bulge behind the armpit.

Additionally, the jacket does not move naturally because it is supported by the outline of the weapon.

Also, when someone wears a shoulder holster or straps on a sawed-off rifle, shotgun or submachine gun under his or her arm, a bulge in front of or behind the armpit will often be visible.

Topic 5: Bulges and the Outline of a Weapon

An alert officer can often spot the telltale bulge of the weapon or, in some instances, the distinct outline of a handgun, knife or brass knuckles in a violator's pocket.

This may also sometimes be observed in a woman's purse, book bag or other hand carried item. In some instances, violators wrap a long gun in a blanket or long jacket.

Topic 6: Visible Weapon

Clearly the most reliable of all the indicators is when the weapon can actually be seen. It is astounding how many times an armed intruder has entered a facility with a rifle or shotgun protruding from under his or her jacket without being observed by staff.

In some cases, the butt of a handgun is visible because it is sticking out from a back or front pocket.

A more common instance is the clip-on pocketknife that can be observed clipped to a front pocket or in the waistband.

Topic 7: Palming

Most often observed with the edged weapon violator but occasionally seen with gun violators, palming behaviors often indicate imminent risk to the observer.

The knife violator may run the blade of the weapon up along the arm or behind the leg to conceal it from frontal view. Just before a target is attacked, a violator will also typically have his or her eyes fixed on the intended victim.

Topic 8: Inappropriate Clothing for the Season

Wearing a coat, vest, jacket, or cover garment that is fastened in hot, humid summer weather. Leaving outerwear unfastened during cold, raining, freezing, or snowy winter weather.

What should you do if someone with a Prohibited Item asks for an exemption or exception?

- Follow the procedures in the Facility's post orders and advise the person that they must present their request to the FSC and until the FSC decides, if the prohibited item will not be allowed in the facility.

Additionally, the PSO should contact the appropriate Mega Center and request Federal Protective Service assistance. FPS may respond and provide guidance.

What is an OEP?

The guidelines for an Occupant Emergency Plan (OEP) are based on recognized best practices and meet the requirements of the emergency action plan required under 29 CFR 1910.38(a). The OEP is a document describing the actions occupants should take to ensure their safety in an emergency. These plans are intended to minimize the risk to personnel, property, and other assets within the facility if an incident occurs inside or immediately surrounding the facility by providing facility-specific response procedures for occupants to follow. The plan outlined below is a baseline of minimum elements that should be considered.

Ultimately, it is up to the individual agency, department, or FSC to determine appropriate elements in the plan (and program) based on facility-specific needs. Per the Interagency Security Committee, Federal agencies have a responsibility to be prepared in the event of any emergency by properly planning, preparing and practicing the OEP. Your knowledge and understanding of how the OEP works will better assist you in your duties when the OEP is activated.

The OEP establishes a set of procedures to address specific emergency conditions. The Designated Official (DO) has overall responsibility for the facility's occupant emergency plan. At a minimum, the plan should be reviewed by the DO, the building/property manager, a representative of each tenant agency, and the FPS Inspector annually.

Topic 2: What factors contribute in deciding to activate an OEP?

The activation of the occupant emergency plan requires your ability to recognize and determine if an emergency exists. The following factors may be considered or contribute to a decision to activate an occupant emergency plan may include:

- Situations posing an immediate threat to life or property, including fire, smoke conditions, explosions, medical emergencies, sudden natural disasters, presence of explosive or dangerous devices, active shooter scenarios, code Adam, or hazardous materials releases (internally).
- Situations with a probability of escalating and may pose a risk of injury or significant property damage, such as incidents of workplace violence, civil disturbances, local criminal activity, hazardous materials release, and severe weather emergencies.
- Conditions or situations where essential services to the facility are lost or interrupted, including power, lights, water, elevator malfunctions or fire protection systems.
- Facility-related issues or conditions posing a hazard to the occupants including broken pipes or sewage system back-ups.
- Verbal, written, electronic, or telephonic threats (bomb, violence, hazardous materials release etc.).

Topic 3: Evacuation Considerations

Evacuations may be required for many different situations and may be limited to a single area or involve an entire facility. The OEP will address the process by which occupants are alerted to the required evacuation and the expectations of how employees will evacuate their area, floor, and facility.

Plans should address routes of escape and, where appropriate, the use of "areas of refuge," elevators, and any evacuation assistance equipment. Occupants are to follow all applicable fire codes. All plans should address the needs, processes, and equipment needs for all occupants who may require assistance due to a medical condition, injury, or existing disability during an emergency evacuation.

