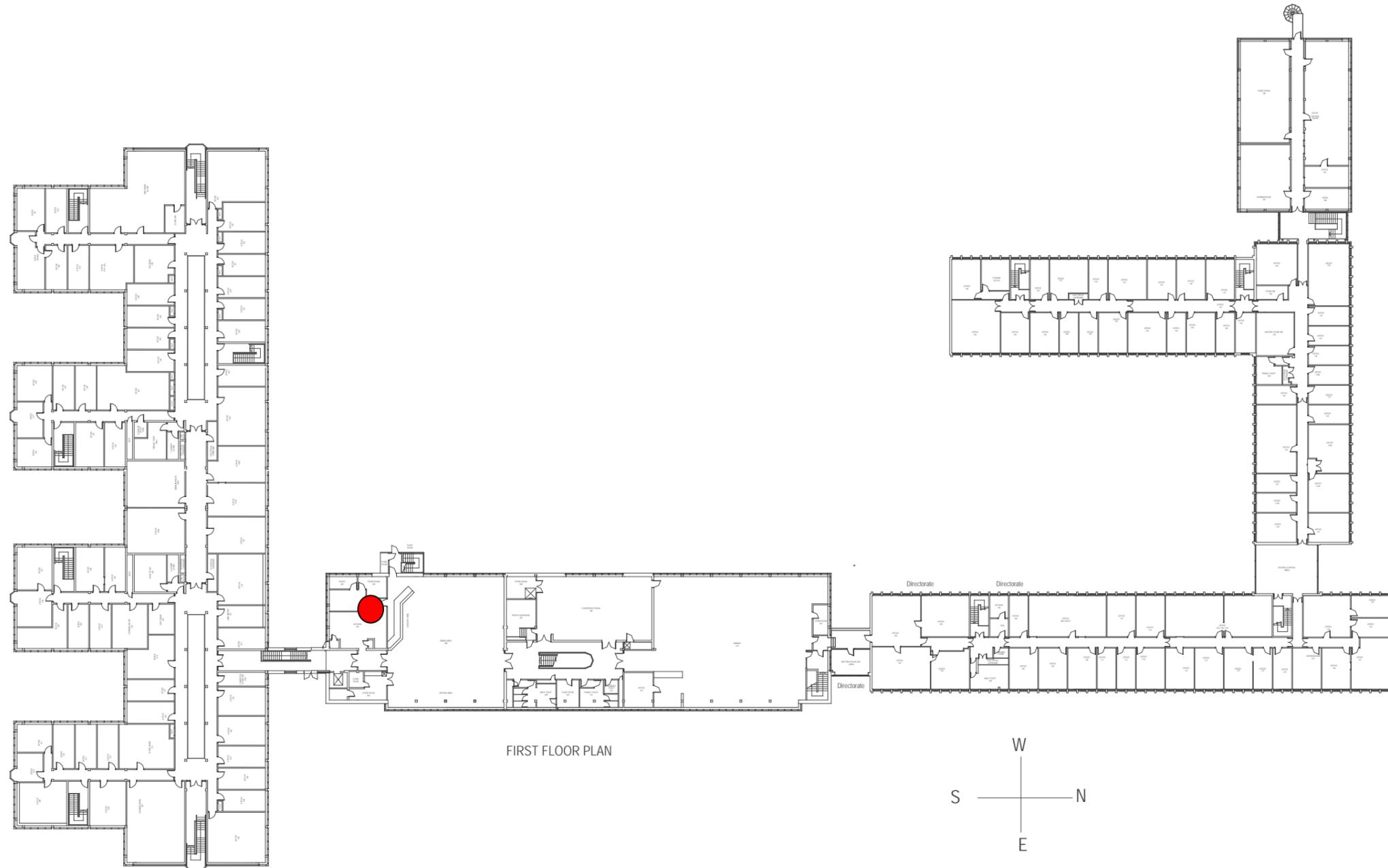


4.11.2 Location of Gas, Water and Electricity Cut-Off Valves - First Floor



KITCHEN LOCAL SHUT OFF VALVE and ISOLATION VALVE

4.12 Security Threat Levels and Response Levels

BAS is a research centre of the Natural Environmental Research Council (NERC), which is Government funded and is subject to the government issued 'Terrorist Threat Levels', the following gives the definitions of those threat levels:

<u>RESPONSE LEVEL</u>	<u>DEFINITION</u>
Normal	Routine baseline protective security measures, appropriate for your site operations, should be in place to protect staff/visitors/buildings. Should the threat rise, consideration should be given to additional measures that are appropriate at each location. You may consider some precautionary measures worth deploying.
Heightened	A HEIGHTENED Response Level recommends consideration of additional protective security countermeasures above NORMAL to address the threat to your site operations, reflect specific business and location vulnerabilities and the degree of acceptable risk. Measures deployed should be sustainable indefinitely; they may also be applied as precautionary measure for a specific period.
Exceptional	The EXCEPTIONAL Response Level requires consideration and implementation of maximum protective security measures to minimise vulnerabilities and risk. Extra measures implemented are likely to be sustainable for a limited period only.

These instructions related to Normal / Heightened response. If Exceptional response is required specific additional instructions will be given.

5.0 Useful Information

5.1 Site Plans

There are various methods of indicating location within the BAS site such as:

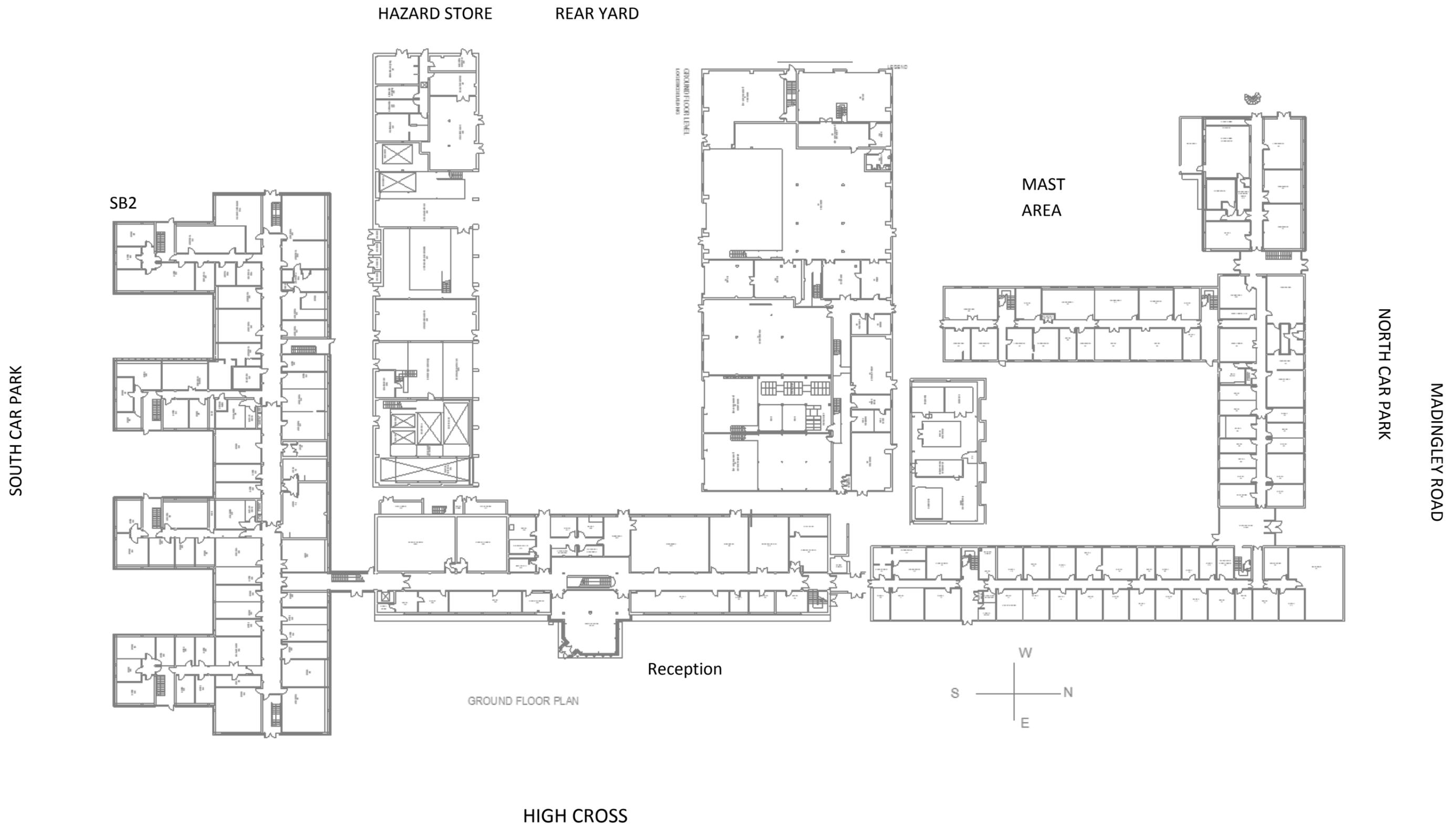
- North, South, East, West
- Building Name (for example Science Building 1, Central Services, Logistics etc.)
- Building Name and Floor (for example Science Building 2 Ground Floor etc.)
- Building Name and Room (for example the Guardroom would be given as 'Central Services/203 etc)

The following plans show the site:

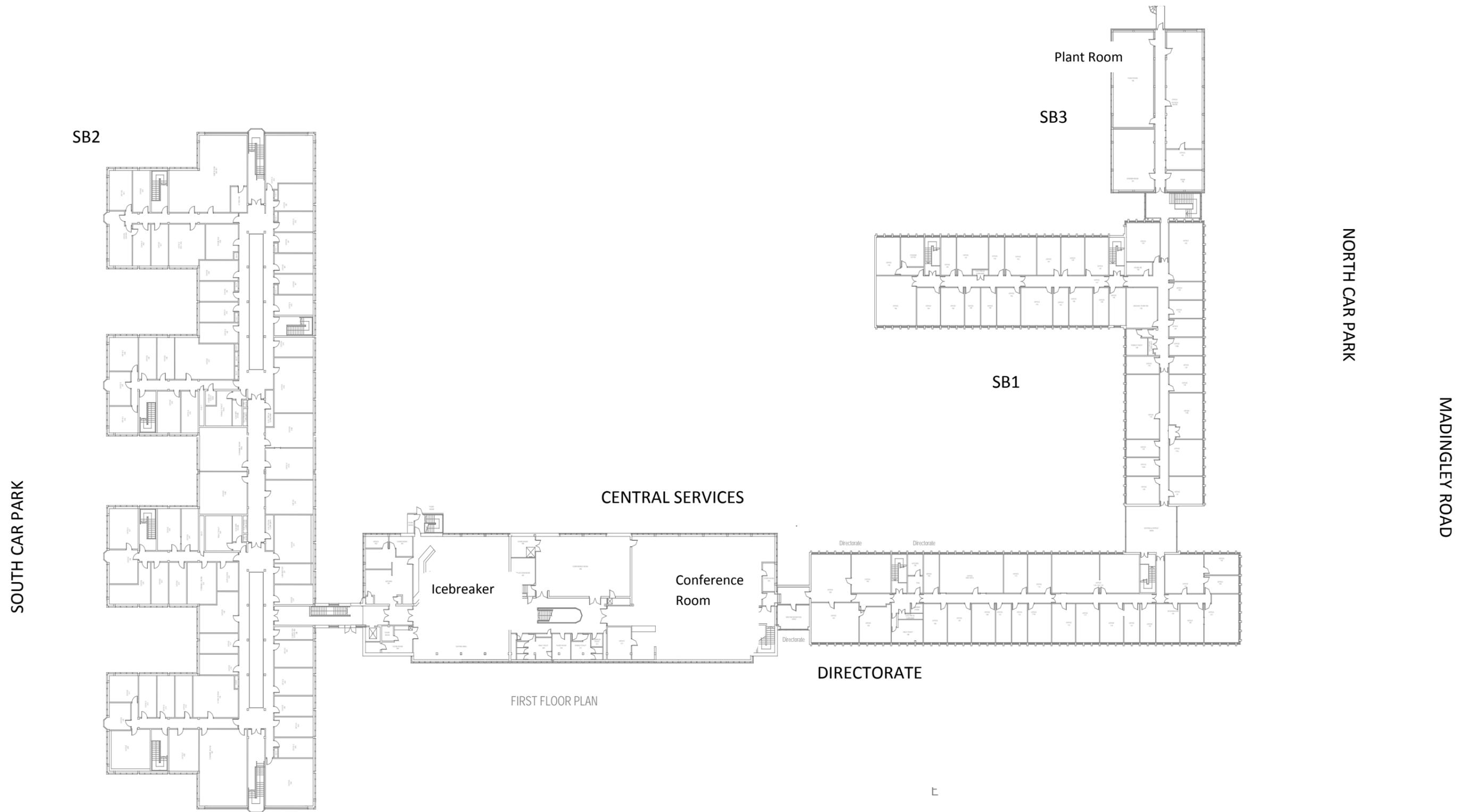
- As a whole
- As buildings and floors

NOTE: Sometimes the term 'Science Building' is shortened to 'SB' (for example 'Science Building 1 becomes SB1) and 'Science Pad' is shortened to 'SP' (for example 'Science Pad 2' becomes 'SP2').

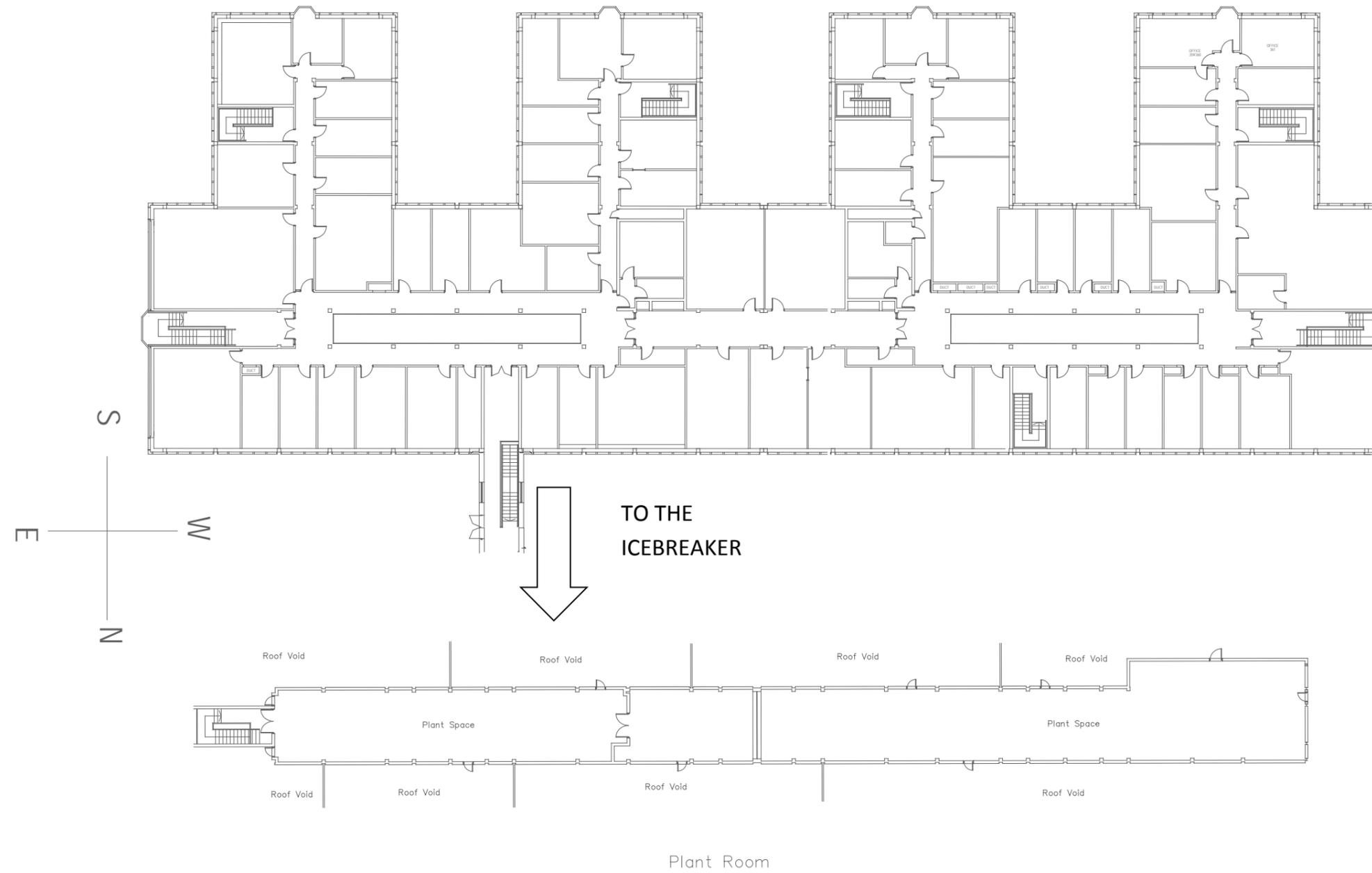
5.1.1 Ground Floor Full Site Building Plan



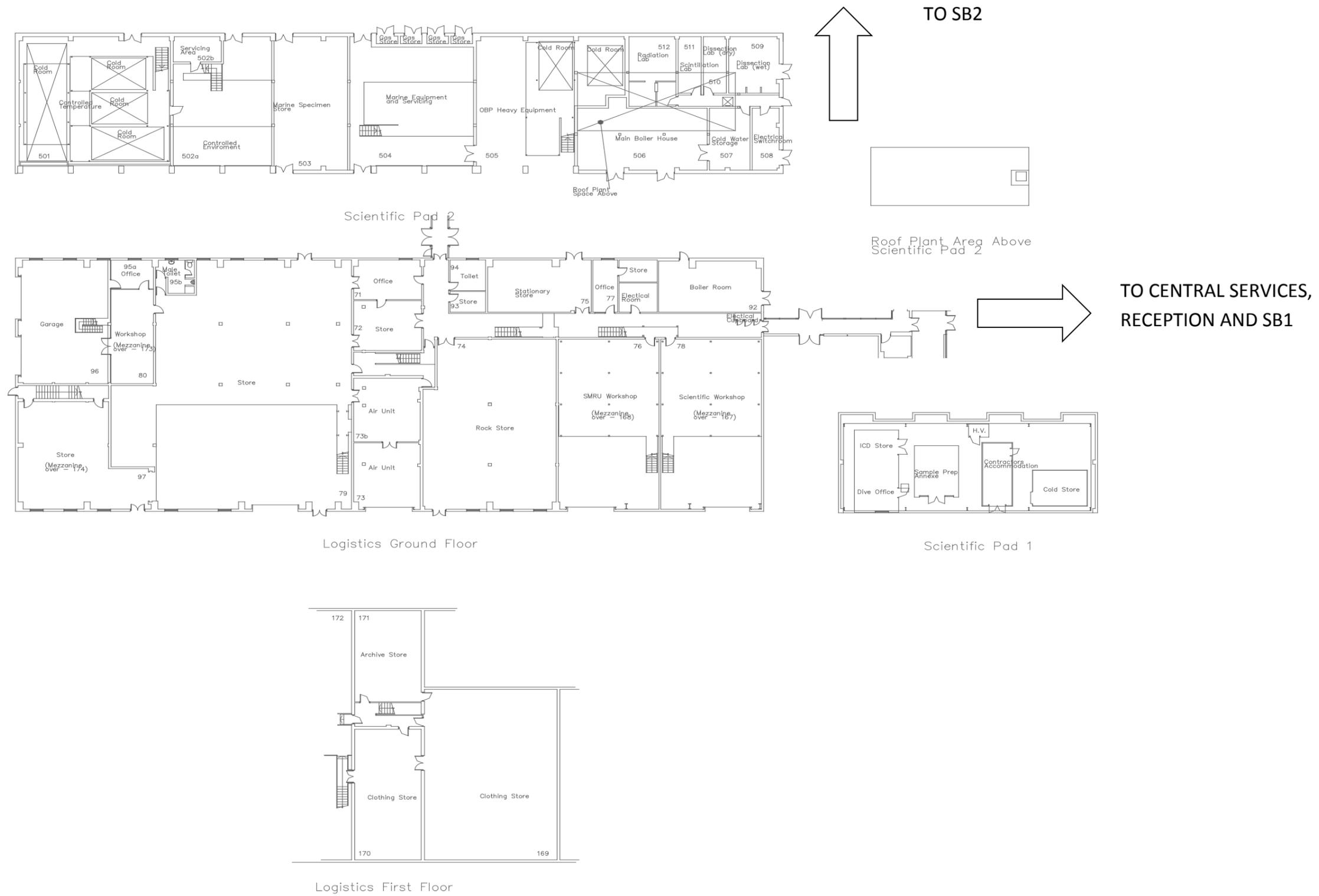
5.1.2 First Floor Full Site Building Plan



5.1.3 Science Building 2 First Floor and Science Building 2 Plant Room Plan



5.1.4 Scientific Pad 1 and 2 Ground Floor also Stores/Logistics Building Ground and First Floor Plan



5.2 CCTV Camera Locations

CCTV camera locations are:

Camera Wire / Port Number	Description
Internal Camera 1	Reception area
Internal Camera 2	Back door
Internal Camera 3	Central
Internal Camera 4	Old reception
External Camera 1	Yard gate
External Camera 2	Yard
External Camera 3	Mast
External Camera 4	SB1 N C1
External Camera 5	SB1 N C2
External Camera 6	SB1 N C3
External Camera 7	SB1 N C4
External Camera 8	SB1 East
External Camera 9	Visitor car-park
External Camera 10	SB2 East
External Camera 11	SB2 West
External Camera 12	SB2 S C1
External Camera 13	SB2 S C2
External Camera 14	SB2 Bike
External Camera 15	Orchard
External Camera 16	SB1 N C5



Key:

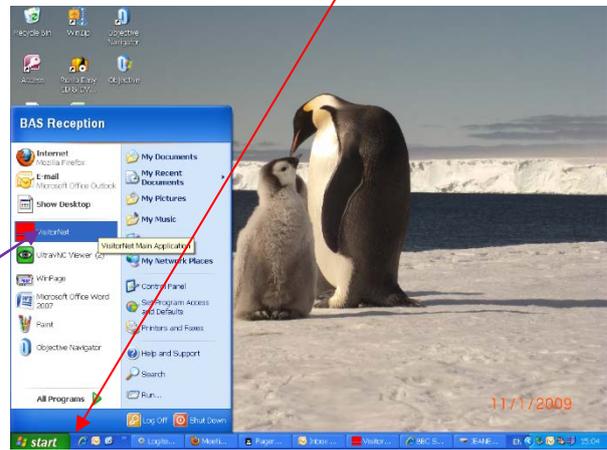
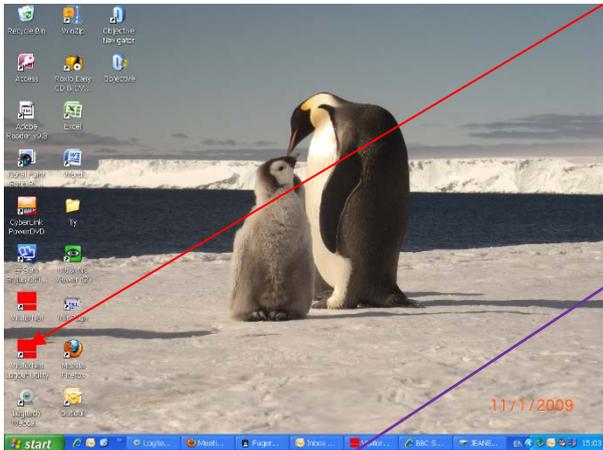
-  EXTERNAL Camera
-  INTERNAL Camera

-  Shows direction of camera image
-  Shows position of camera



5.3 Basic Visitor, Contractor or Staff Log-in Instructions

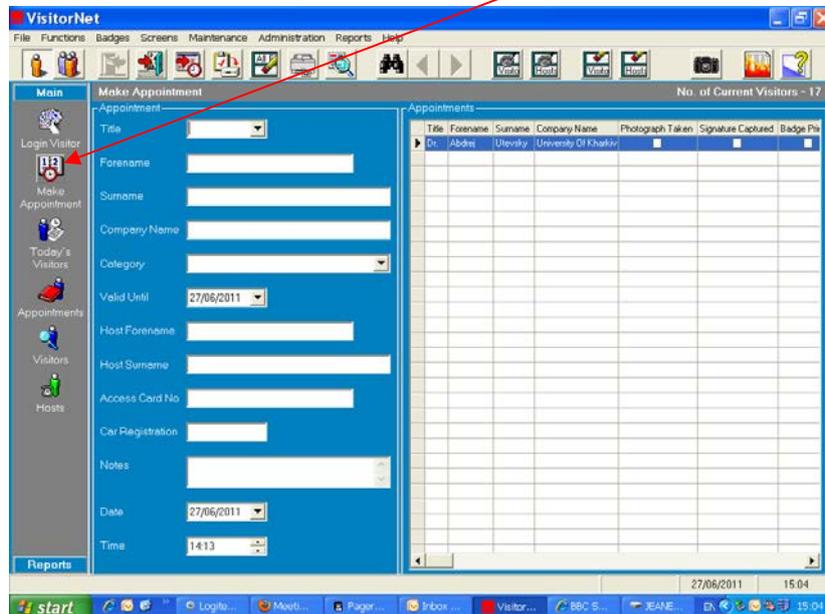
Open the VisitorNet system by either clicking on desktop icon or loading from 'Start' menu.



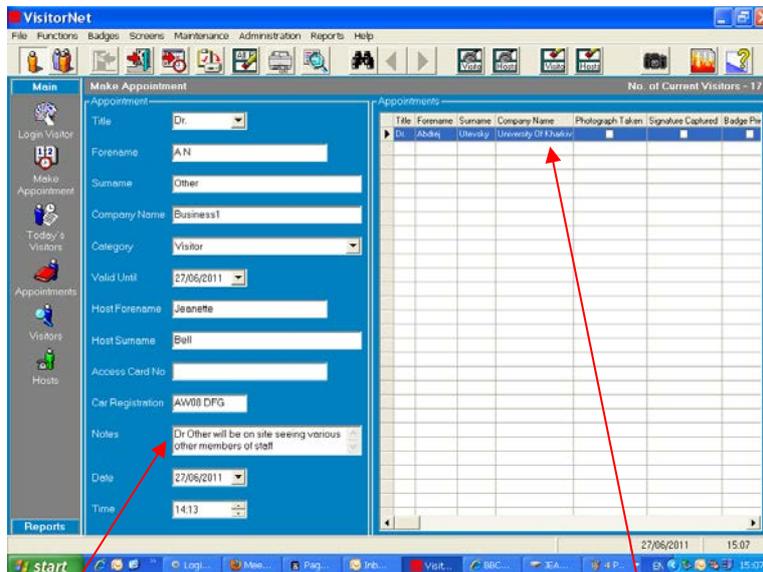
And then choose the 'VisitorNet' programme. Log in using Username: Password: mustang.

This will then load the VisitorNet system.

If this screen is not displayed straight away click the 'make appointment' button.



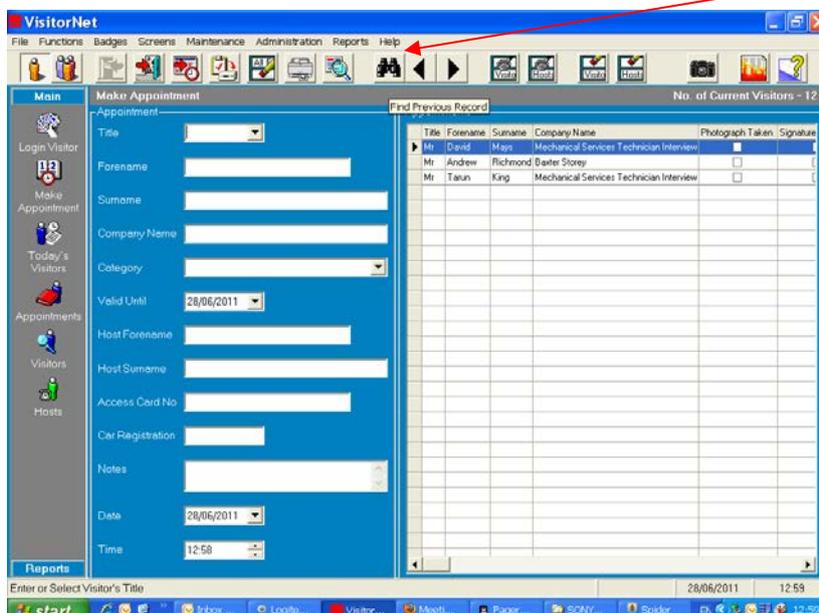
Then using the drop down menus complete the fields adding as much information as possible or use the 'table' on the right to choose a visitor if details have already been added for that day.



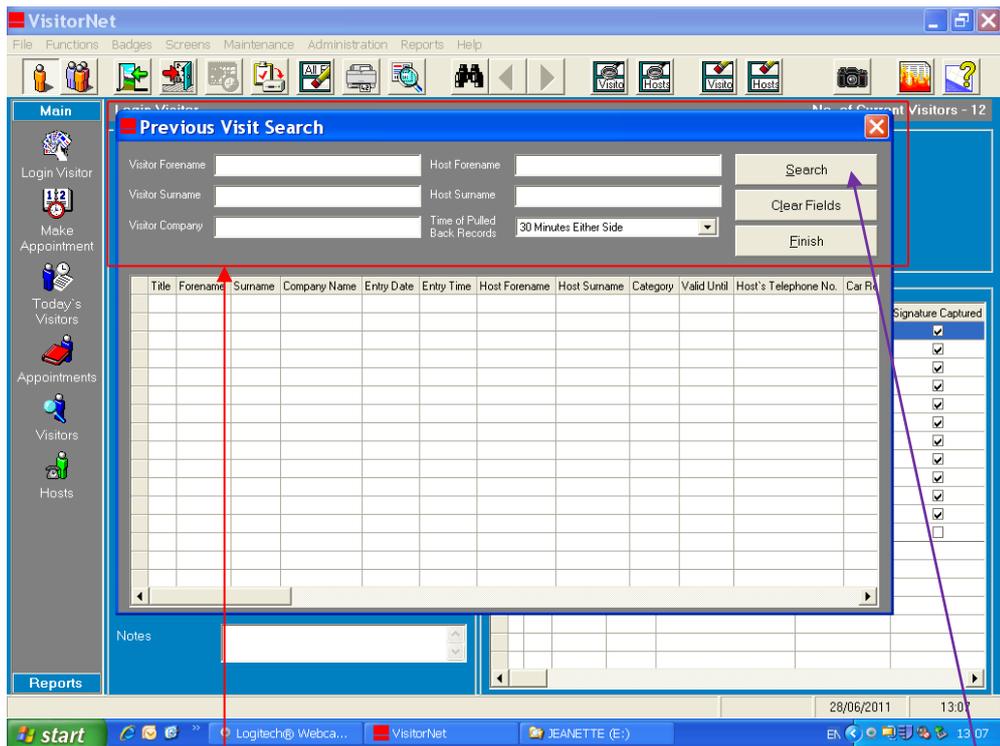
This box can be used for adding any further information that is not covered by the other boxes.

This section show visitors whose details have been completed but they have not yet arrived on site.

If the visitor has been to BAS before their details will already be on the system. Use the 'binocular' button to search for their records.



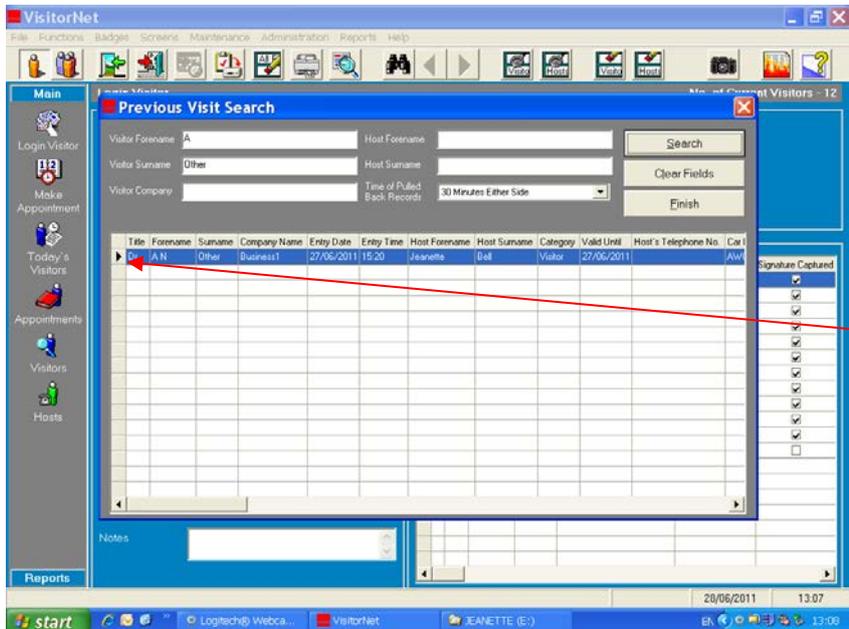
This will bring up the 'search' screen....



Enter as many details as possible in the top fields.

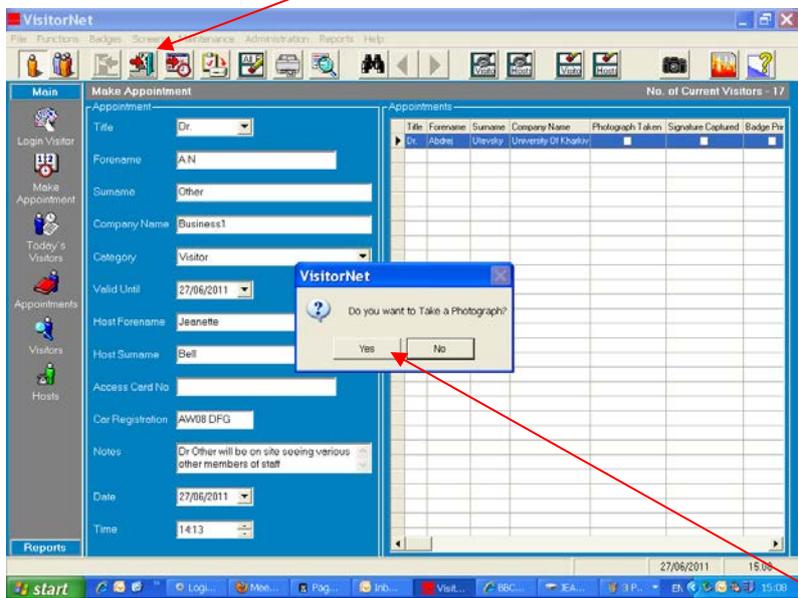
Once details have been entered click 'search' button.

This will then show any records that match the details you have entered...

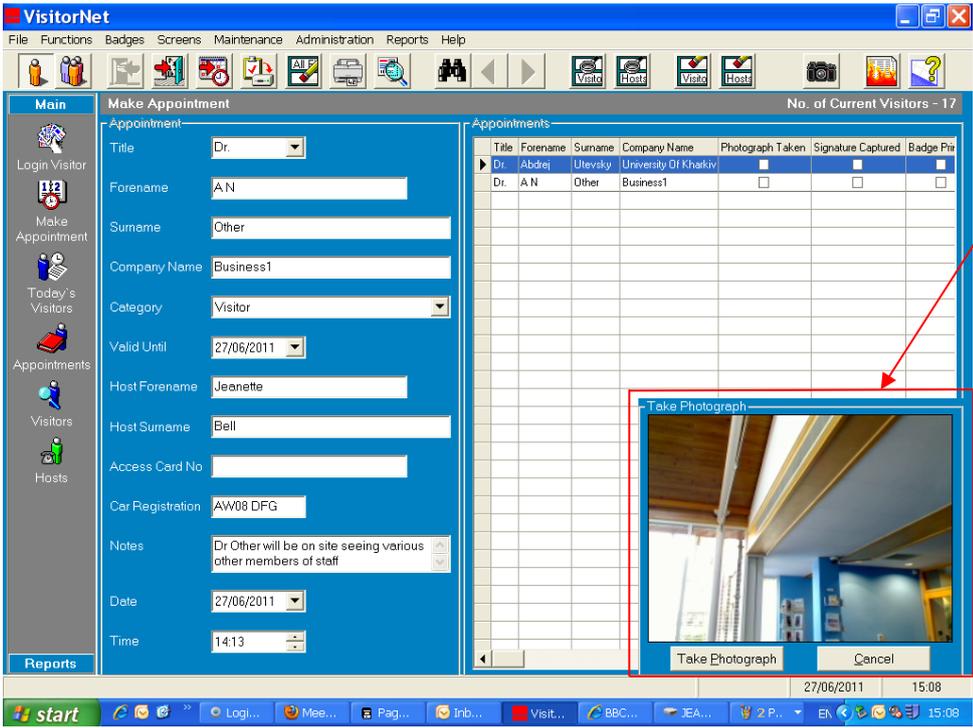


Once you have found the record you want DOUBLE click the 'black arrow' and this will bring these details through to the appointment screen.

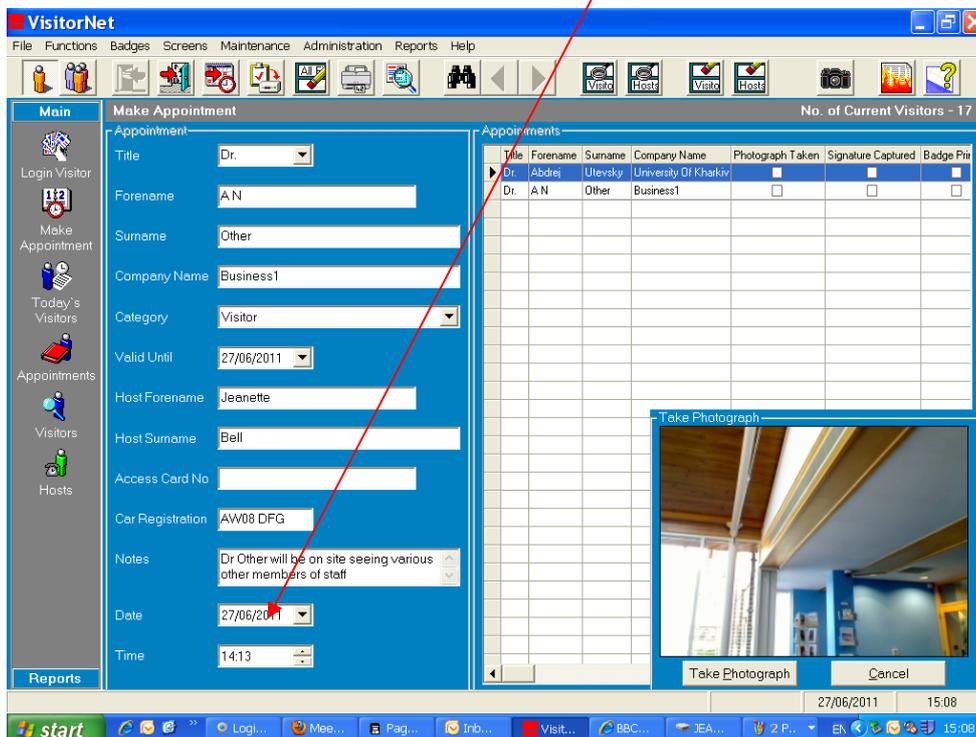
Once all the details have been entered (either by searching for records, selecting a name from the list on the right or manually entering the details) click the 'blue door' icon. You will then be asked if you want to take a photo of the person.



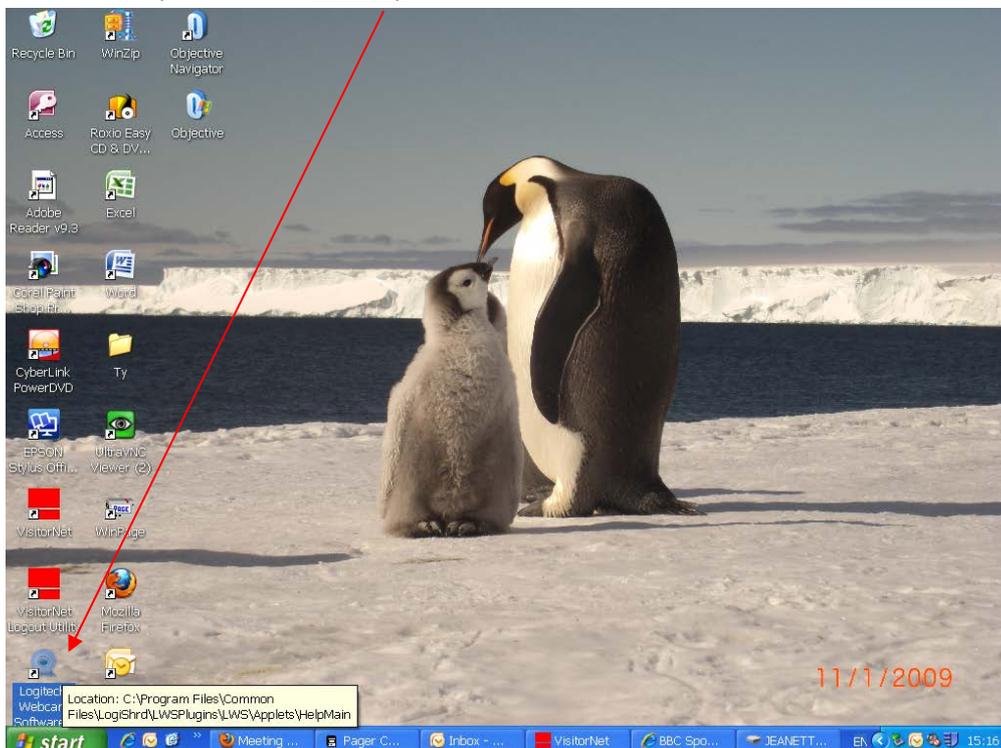
Once the 'Yes' button has been clicked the web camera will be turned on and a small 'picture box' will appear in the bottom right of the screen.



Ask the visitor if they would mind having their photo taken for the security pass. If the visitor would prefer not to, move onto the next stage. You can 'move' the camera image around and focus it by opening the web-camera programme. If this programme is already open it will be somewhere in the task bar at the bottom of the screen.

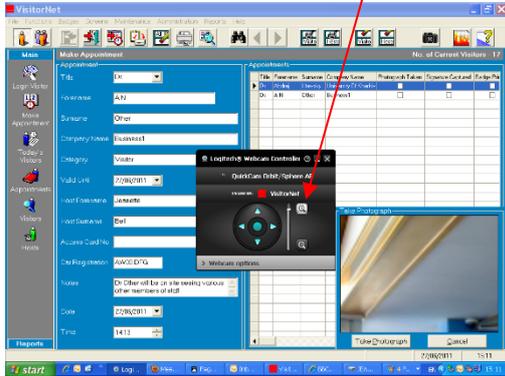


If the programme is not open use the 'desktop' menu'

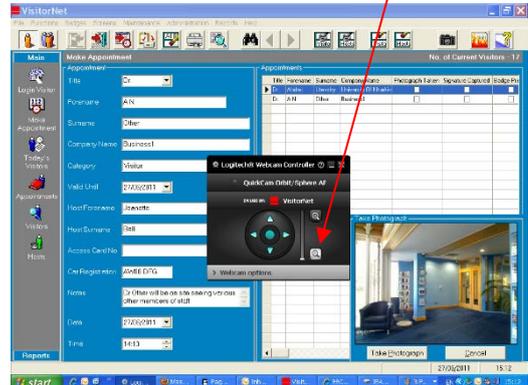


By opening the web-camera controls you are able to zoom in/out and move camera up/down and left/right.

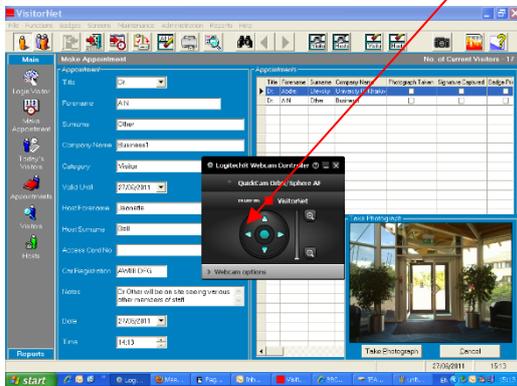
Zoom in button



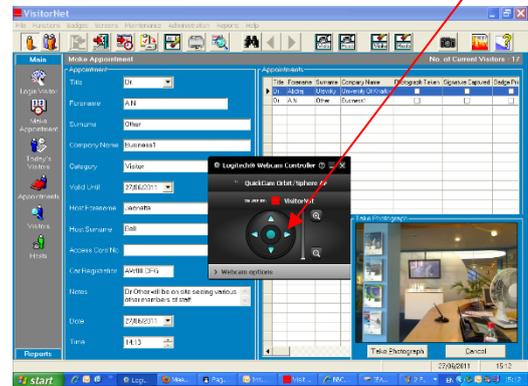
Zoom out button



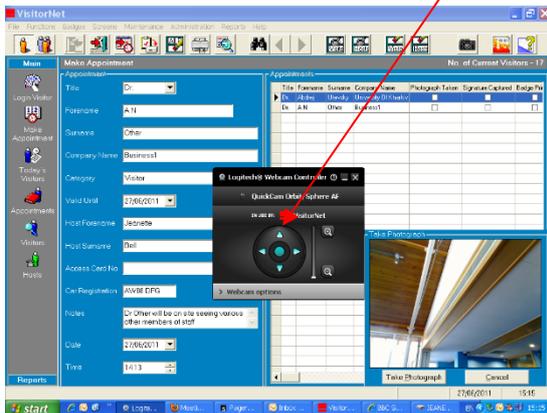
Move camera image to left



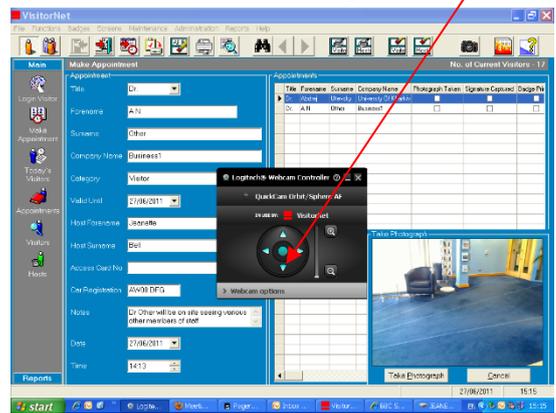
Move camera image to right



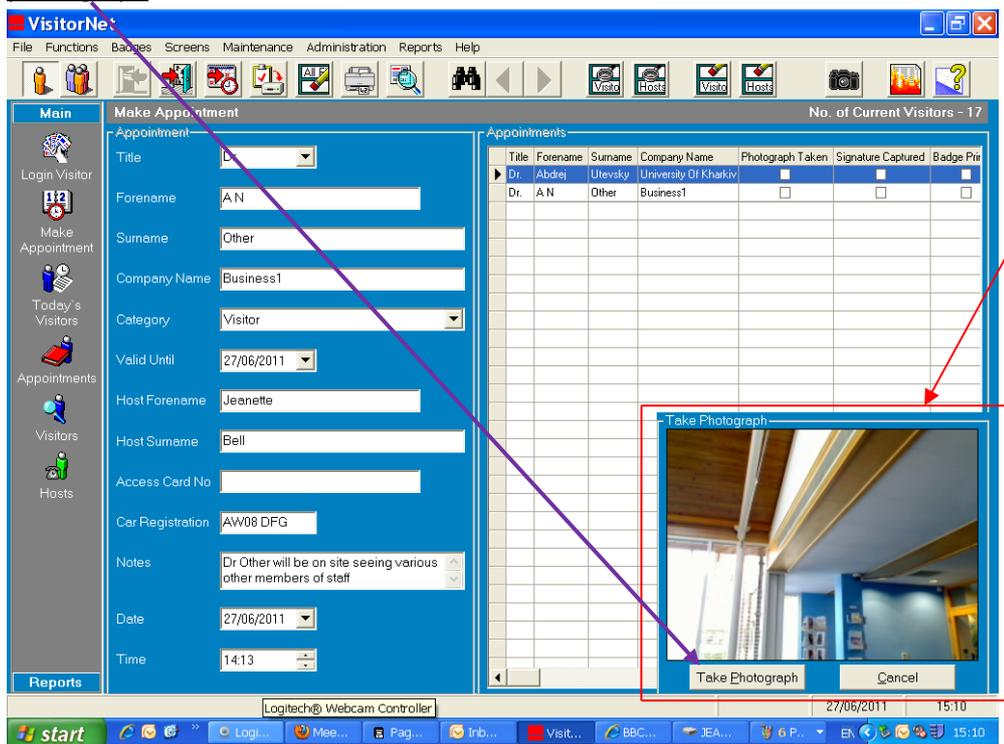
Move camera image up



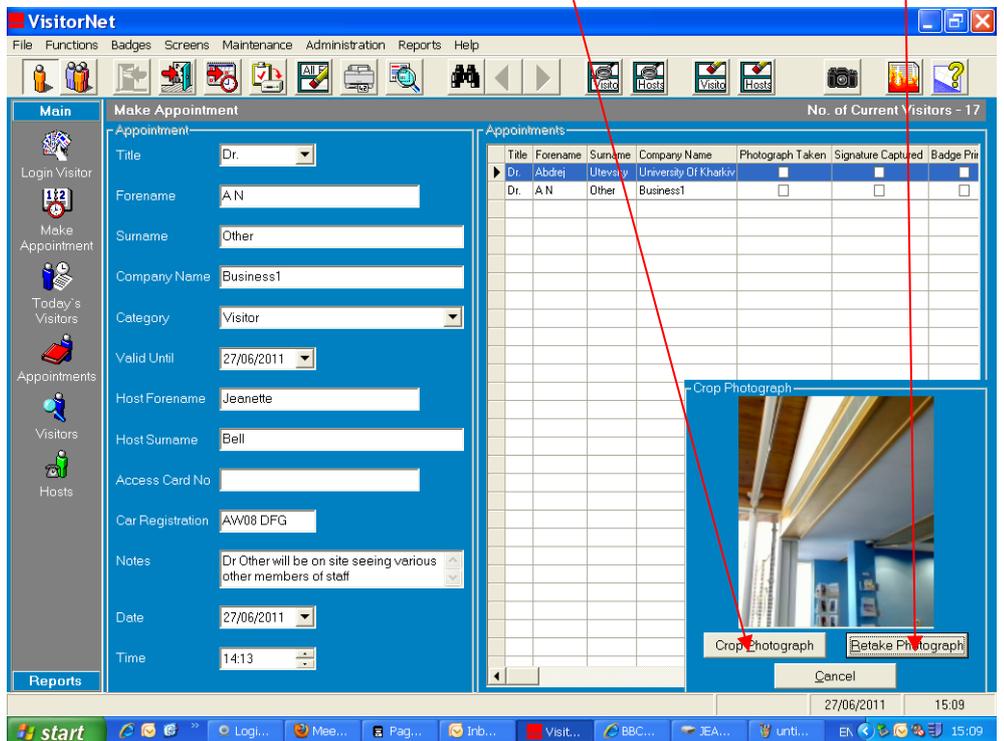
Move camera image down



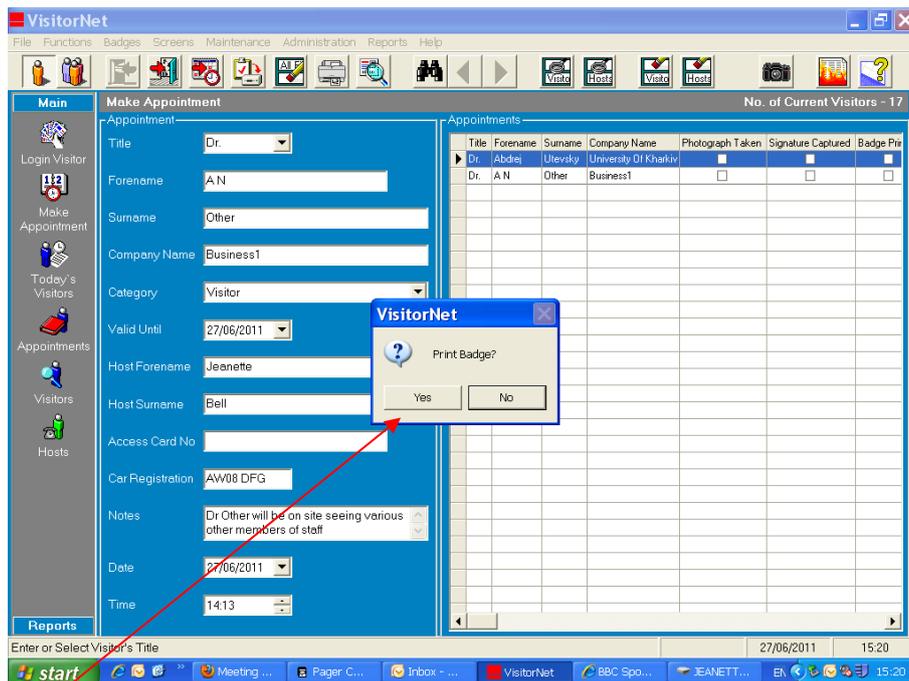
Once you are happy with the picture and the image is in focus in the centre of the 'picture box' click 'take photograph' button.



You will then be given the option of 'crop photograph' or 'retake photograph'.



Once you have finished taking the photograph, you will be asked if you want to print the badge.



Check the blank passes are loaded into the printer and click 'yes' button.

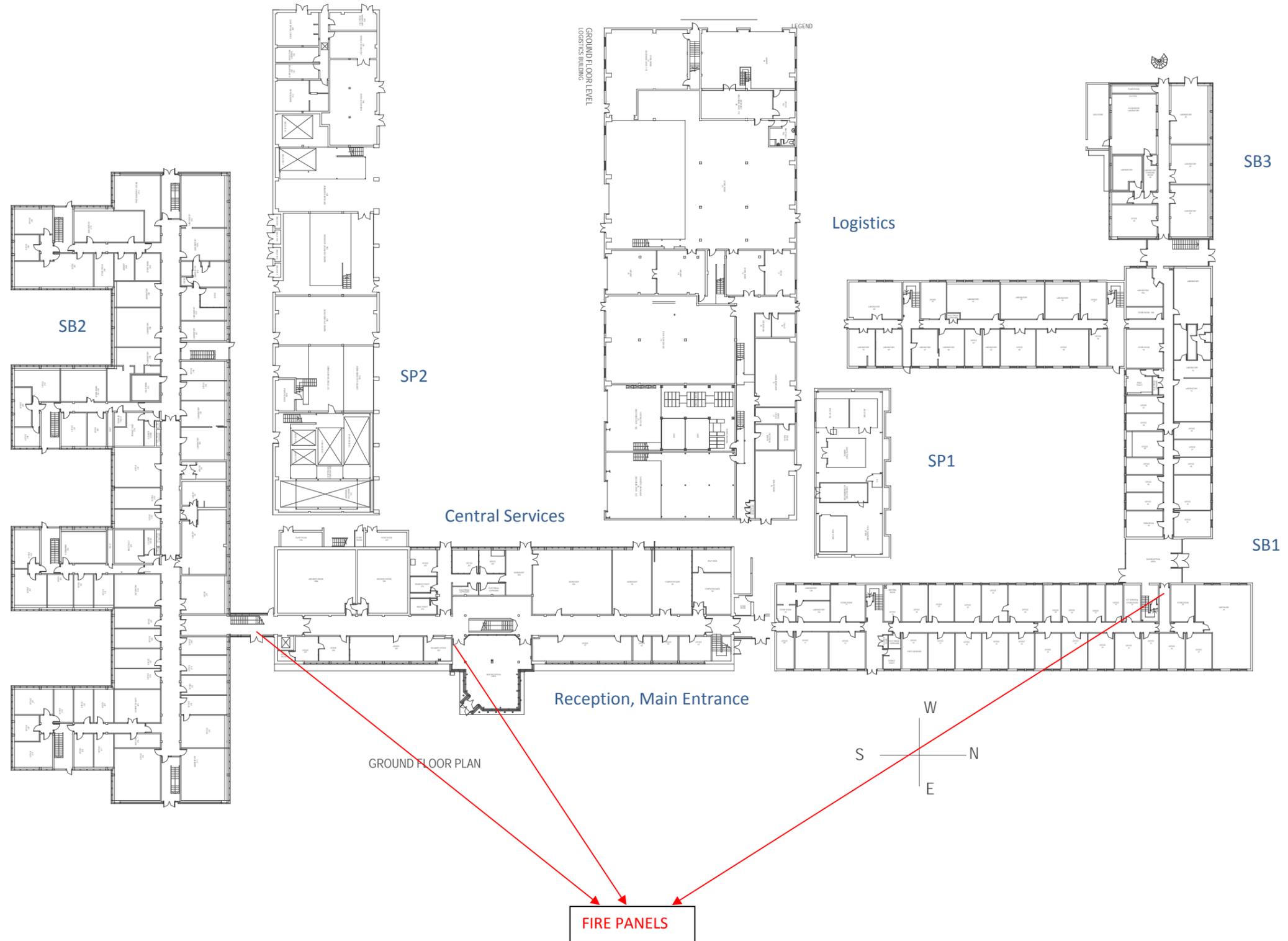
The badge will then print.

Take the printed pass and place in holder and hand to visitor, drawing attention to the emergency information on the back.

The visitor has now been logged into the system.

To log a person OUT of the system use the barcode scanner and 'scan' the pass. This will then log them out. If they are returning (on the SAME DAY only) the badge can be 'scanned' again and this will log them back in.

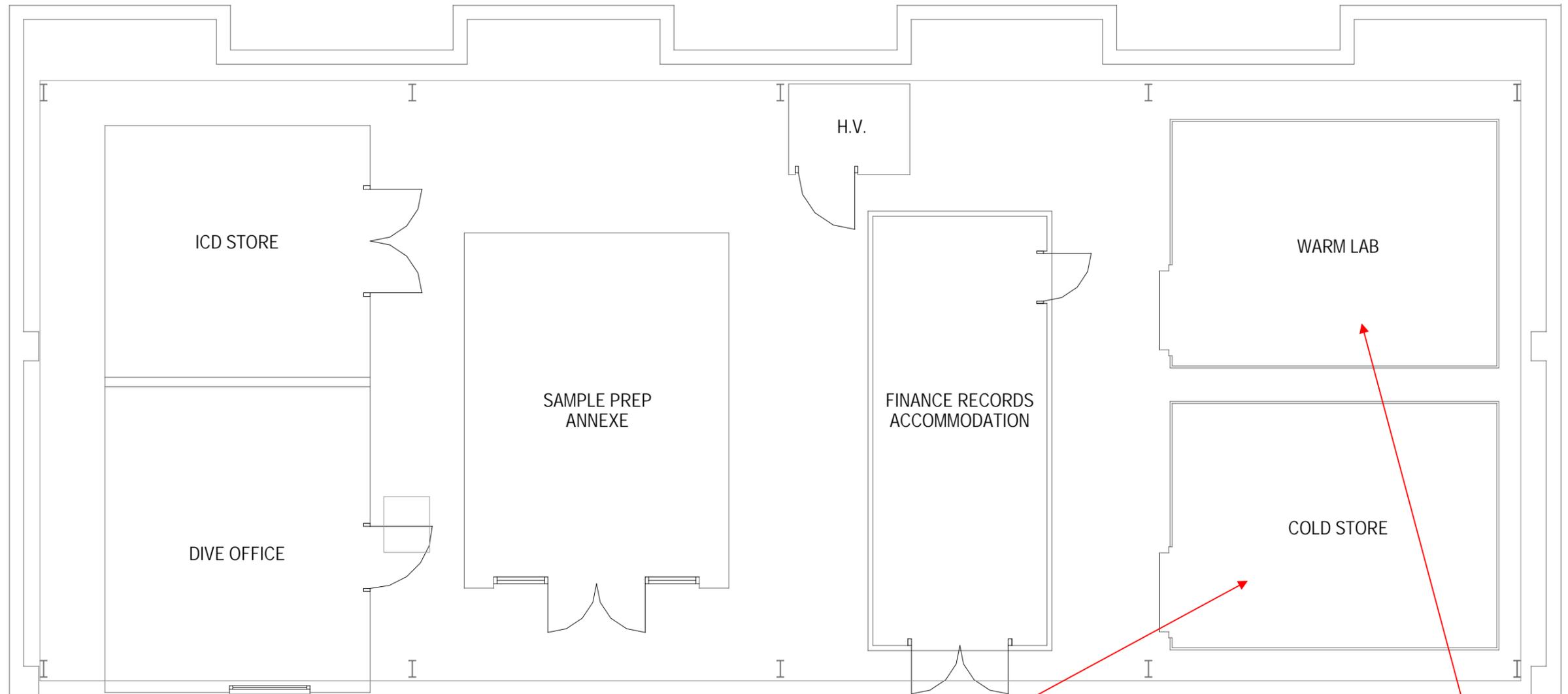
5.4 Location of Fire Alarm Panels



5.5 Telephone Instructions

7940 - Quick Guide	
To transfer a call	Press Trnsfer button, dial next internal number, press Trnsfer again to release call.
Place a call on hold	Press Hold . To retrieve, either select line or press Resume .
Park a call	Press More , then press Park . To retrieve, <u>dial the Call Park number displayed on the Phone</u> .
Pick up a call	Lift Handset and Press PickUp if in your pick up group, or Press More then press GPickUp and <u>dial the pick up group number</u> .
Create ad-hoc conference	Press More then press Confrn , and dial the next party number, then press Confrn again to connect to the called party.
Create Meet-Me conference	Lift Handset and Press More , then press MeetMe , and dial the number allocated for your conference.
Access Corporate Directory	Press Directories button, and select Corporate Directory or Press number 4 . Enter First/Last name either partially or full and press Search . Select the entry you want and press Dial .

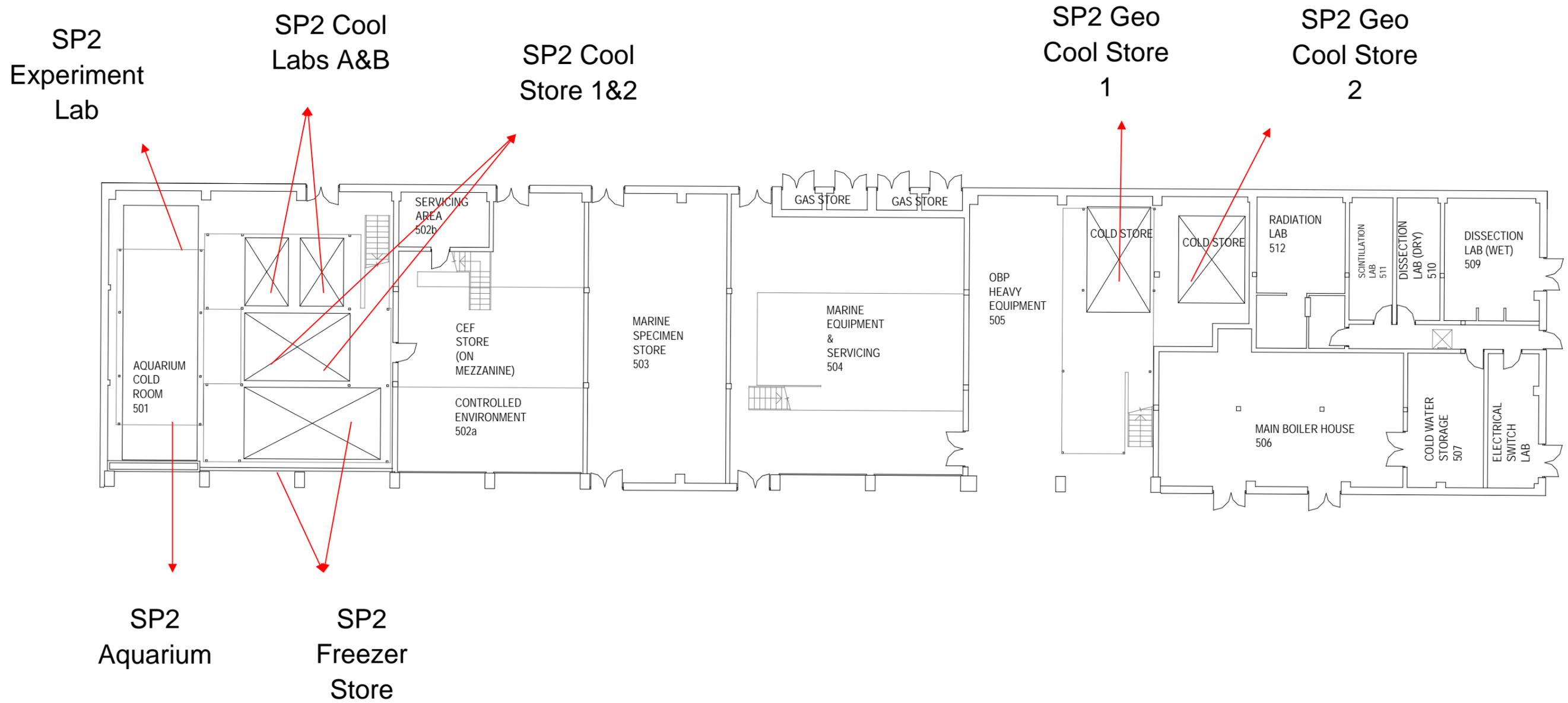
5.6 Cold Store and Warm Lab Entrapment Alarm Locations – Scientific Pad 1



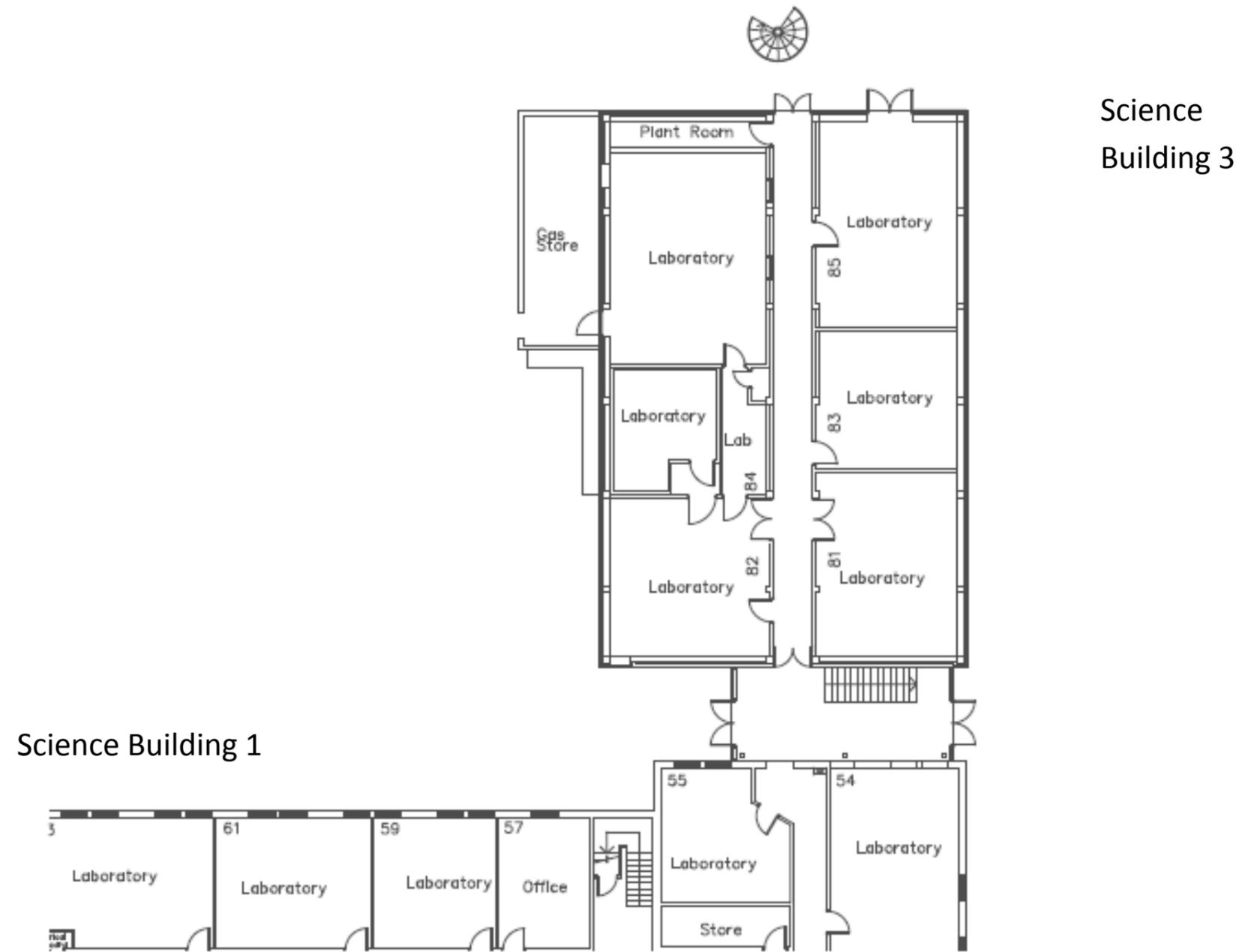
SP1 Freezer

SP1 Warm Room

5.7 Cold Store Entrapment Alarm Map - Ground Floor Level – Scientific Pad 2



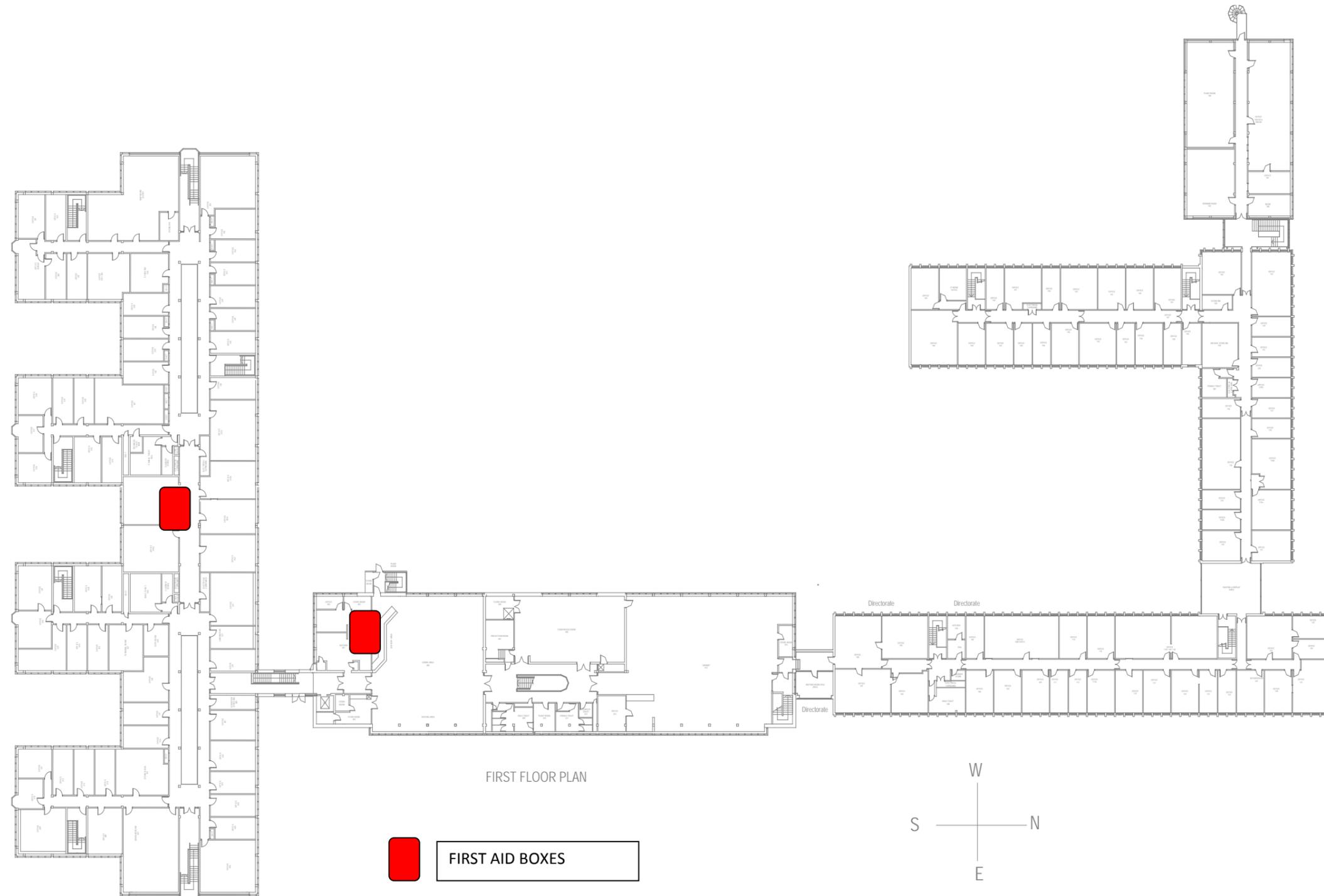
5.8 Cold Store and Clean Room Entrapment Alarm Map



5.9 First Aid and Defibrillator Locations – Ground Floor



5.9.1 First Aid and Defibrillator Locations – First Floor



Glossary of Terms and Abbreviations

BAS	British Antarctic Survey
SB1	Science Building 1
SB2	Science Building 2
SB3	Science Building 3
SP1	Science Pad 1
SP2	Science Pad 2