



VISITOR INFORMATION GUIDE

NAVAL UNDERSEA WARFARE CENTER DIVISION KEYPORT



The purpose of this visitor information guide is to highlight the rules/regulations with respect to your visit to NUWC Division Keyport.

DIVISION KEYPORT MISSION

The mission of the Naval Undersea Warfare Center Division, Keyport is to Provide advanced technical capabilities for test and evaluation, in-service engineering, maintenance and industrial base support, fleet material readiness, and obsolescence management for undersea warfare.

VISION

Delivering innovative solutions to support the war fighter today and tomorrow!

INFORMATION

Safety and Occupational Health Office
B-206
Ext 6-2462

Security Office
B-74
Ext 6- 2822

Environmental
B-206
Ext 6- 5430

Public Affairs Office
B-1003
Ext 6- 2699

Cafeteria
Cafeteria is located in B-489



Approved for Public Release;
Distribution is unlimited.

SECURITY

- Identification / security badges must be worn on the upper torso and be visible at all times.
- Personal electronic devices, such as cameras, camera-phones, tape recorders, video cameras, etc., are **prohibited** from NUWCDIVKPT buildings unless approved by the Security Office.
- Vehicles and pedestrians (and their possessions) are subject to search.
- Alcohol, drugs, and firearms are prohibited
- Visitors who have not had a successfully adjudicated background investigation are prohibited from accessing information that has not been approved for public release. Contact the Security Office with questions.
- Computing equipment (desktops, workstations, laptops, etc.) that is not NUWCDIVKPT owned and plant accounted is prohibited from NUWCDIVKPT unless previously approved by the Information Assurance Manager (IAM). All computer use must be stand alone; connection to any Division network is prohibited.
- Use of NUWCDIVKPT IT resources is prohibited unless previously approved by the IAM.



For fires, spills and medical emergencies: **Dial 911 from land line or 396-4444 from cell phone**

- During emergency evacuation, report to building designated muster area (posted by the main entrance in each building).
- Report all injuries and mishaps to the Safety Office: B206, Ext. 6-2462
- Hazardous material are prohibited, unless approved by the Safety Division.
- Smoking is **not allowed** within 50 feet of building entrances or air intakes.
- Extinguish all cigarettes in available smoking genies.

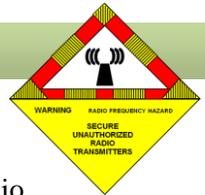
SAFETY

- The posted speed limits are strictly enforced. Tickets will be issued to violators.
- Stop for all pedestrians.
- Look both ways before crossing the street.
- Always use crosswalks.
- Seat belt use is **mandatory**.
- Cell phone usage while driving or walking in roadways is prohibited.
- iPods or other listening devices are prohibited while driving or walking.
- Do not park in numbered spaces.
- Do not park in fire lanes or in front of dumpsters.
- Park only in designated parking areas (e.g., Lot 5, Lot 7)

TRAFFIC SAFETY

EXPLOSIVE SAFETY

- High Intensity Radio Frequency Fields (RFF) produced by modern radio and radar transmitting equipment can cause sensitive electro-explosive devices contained in ordnance systems to actuate prematurely.
- When in a Radio Frequency Hazard Area, turn off the following equipment:
 - Cell phones
 - PDAs
 - Blackberry devices
 - Radio transmitters



ENVIRONMENTAL POLICY

- It is the Environmental Policy of the NUWCDIVKPT that we are committed to:
- Conducting business in an environmentally responsible manner that promotes pollution prevention, resource conservation, and environmental stewardship.
 - Operating our processes in compliance with applicable legal requirements and with other requirements that relate to our environmental aspects.
 - Continually improving our workplace to reduce environmental risk.
 - Developing annual targets to serve as guidance for planning and operations.
 - Ensuring this policy is communicated to all persons working for or on our behalf and is available to the public.