Improving Workplace Security in the Age of Terrorism Meeting Kit

What's At Stake

Terror attacks in the news such as bombings and mass shootings may have you feeling confused and vulnerable because of their random and catastrophic nature. Emergency plans, drills, and training on how to observe, report and appropriately respond to suspicious activity can empower you to control your own safety and security.

What's the Danger

DISASTER PLAN

Finding out what can happen in a terror attack is the first step. It is important to develop a disaster plan.

1. Develop an emergency communications plan.
2. Establish a meeting place.
3. Assemble an emergency preparedness kit.
4. Check on the school emergency plan of any school-age children you may have.

HOW TO PROTECT YOURSELF

PRE – INCIDENT INDICATORS OF TERRORISM

1. **Surveillance.** It is important to note suspicious actions such as someone using cameras (still or video), drawing diagrams, or annotating on maps, using vision-enhancing devices, and being in possession of floor plans or blueprints of places such as high-tech firms, financial institutions, or government/military facilities.
2. **Elicitation/ Seeking Information.** Another sign is the attempt to gain information through inquiries. This includes anyone attempting to gain information about a place, person or operation. Elicitation attempts can be made by mail, fax, telephone, or in person.
3. **Tests of Security.** Tests of security or probing are techniques terrorists would use to attempt to gather data. These are usually conducted by driving past or even penetrating the target, moving into sensitive areas, and observing security or law enforcement response.
4. **Acquiring Supplies.** This may be a case where someone is purchasing or stealing explosives, weapons or ammunition. It could be the unusual purchasing or storing of fertilizer or harmful chemicals.
5. **Suspicious People Who Do Not Belong.** It could be someone in a workplace,

building, neighborhood or business establishment who does not fit in because of their demeanor or unusual questions he/she is asking, or statement they make.
6. **Dry Run/Trial Run.** Another sign to watch is for “dry runs.” Before the execution of the final operation or plan, a practice session will be run to work out the flaws and unanticipated problems.
7. **Deploying Assets/Getting Into Position.** The final sign to look for is someone deploying assets or getting into position. This is your last chance to alert authorities before the terrorist act occurs.

IF TERRORISM OCCURS

Remain Calm And Be Patient

- Remain calm and be patient.
- Follow the advice of local emergency officials.
- Listen to your radio or television for news and instructions.
- If the event occurs near you, check for injuries. Give first aid and get help for seriously injured people.
- If the event occurs near your home while you are there, check for damage using a flashlight. Do not light matches or candles or turn on electrical switches. Check for fires, fire hazards and other household hazards. Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.
- Shut off any other damaged utilities.
- Confine or secure your pets.
- Call your family contact—do not use the telephone again unless it is a life-threatening emergency.
- Check on your neighbors, especially those who are elderly or disabled.

LISTEN TO YOUR LOCAL AUTHORITIES

Your local authorities will provide you with the most accurate information specific to an event in your area. Staying tuned to local radio and television, and following their instructions is your safest choice.

If you’re sure you have time:

- Call your family contact to tell them where you are going and when you expect to arrive.
- Shut off water and electricity before leaving, if instructed to do so. Leave natural gas service ON unless local officials advise you otherwise. You may need gas for heating and cooking, and only a professional can restore gas service in your home once it’s been turned off. In a disaster situation it could take weeks for a professional to respond.

DURING EVACUATION

- Follow the instructions of local emergency officials and keep these simple tips in mind:
- Wear long-sleeved shirts, long pants and sturdy shoes so you can be protected as much as possible.
- Take your disaster supplies kit.
- Take your pets with you; do not leave them behind. Because pets are not permitted in public shelters, follow your plan to go to a relative’s or friend’s home, or find a “pet-friendly” hotel.
- Lock your home.
- Use travel routes specified by local authorities—don’t use shortcuts because certain areas may be impassable or dangerous.
- Stay away from downed power lines.

FINAL WORD

In an emergency, remain calm – do not rush to respond. Stop and think about your own safety and that of others. Remember your workplace procedures. Isolate or evacuate the area of concern and report the situation immediately.