

Explosive Threat Response Planning: Bomb Threats, Mail Bombs, Truck Bombs and Suspicious Objects⁴

This chapter will help you develop an **Explosives Threat Response Plan**, dealing with **Phone Threats, Mailroom Security, Suspicious Objects** and **Car/Truck Bombs**. As with any aspect of security planning, assistance from professionals is strongly advised.

Telephoned Bomb Threats⁵

The bomb threat is an all-too common form of harassment against communal institutions. Responding to such threats requires careful planning and rigorous practice. This chapter will guide you through some of the key elements of an Explosive Threat Response Plan (ETRP). It deals exclusively with explosive threats that are telephoned in or devices that are discovered; other sections of this booklet deal with mailed explosives.

There are essentially five stages your ETRP should address:

1. *Pre-threat*. Physical security, planning and practicing.
2. *Receipt*. The immediate response of personnel receiving a threat.
3. *Evaluation*. The point at which the threat is evaluated.
4. *Response*. Setting in motion an organizational response, from ignoring the threat to searching for a device to evacuating the building.
5. *Information and Post-Incident*. How the organization handles everything from informing constituency of the status of the incident, to how an organization recovers from disaster, to post-incident review.

⁴While this entire booklet deals with general security guidelines, it is worth mentioning that this chapter deals only with the outlines of an Explosive Threat Response Plan and offers general guidelines only. The ultimate decision on how to handle any explosive threat must be made by the individual responsible for the threatened facility. However, for the vast majority of institutions, we recommend immediate evacuation upon receipt of a threat.

⁵This section adopted from Bureau of Alcohol, Tobacco and Firearms, Bomb Threats and Physical Security Planning, ATF P 7550.2 (7/87)

PRE-THREAT

Physical Security

It cannot be overstated that the best way to secure your institution from explosives is to have an adequate physical security plan in place. By taking all responsible steps to prevent the introduction of an explosive into your environment, you markedly increase your institution's security. The first step in creating an ETRP is having a physical security plan that will help prevent the planting of a device. Of course, since no physical security plan is foolproof, it behooves even the most secure institution to have an ETRP as a back-up.

Some Tips on explosive-specific physical security

- Offices and desks should be kept locked, especially those that are unused.
- Utility and janitorial closets should remain locked at all times, as should access to boiler rooms, mail rooms, computer areas, switchboards and elevator control rooms.
- Identify and secure potential hiding spaces for explosives. It is important to note that a device does not have to be large to cause severe physical as well as psychological damage.
- Trash receptacles, especially dumpsters, should be kept locked, inaccessible to outsiders and/or far away from buildings. The areas around these items should remain free of debris.
- Cars and trucks should be required, where possible, to maintain a safe setback from the facility. If no parking setback is possible, consider allowing only properly identified vehicles owned by staff or leadership to park closest to buildings.
- Shrubs and other plants and trees should be trimmed so as not to provide a hiding space for explosives.

- Employees should be encouraged to maintain tidy work areas so that they or their co-workers will notice if something is out of place.
- Flying glass is a grave source of danger in the event of a blast. Consider minimizing glass panes or coating with shatter-resistant film.
- More than one exit may be damaged in a sufficiently large blast. Map out alternative escape routes.
- Examine your local area to determine if you are at risk from a neighboring institution that may be targeted. Other Jewish institutions, political offices, medical facilities where abortion services are provided and corporate offices are such possibilities.

In order to design an effective ETRP, you must understand precisely how your local law enforcement agency will respond to explosive threats. In some areas, the police (or explosive unit) will not respond to such a threat until a device is discovered. In other areas, the police (or explosive unit) may respond to a called-in credible threat, but will not search a facility without a staff member present. This information is absolutely critical to your planning.

Creating the ETRP

As discussed elsewhere in this book, planning includes assessment, plan creation and implementation. It is worthwhile to review these steps, but we encourage you to re-read the chapter on creating a security plan specifically with your ETRP in mind.

- Assessment includes marshaling all of the information resources available to better understand your institution's risk and realities.
- Planning includes many elements, but it is critically important to bring your local police and explosive squad unit into the picture (reminder: you may not have access to a bomb squad. Your local police department or ADL Regional Office may be able to help you reach them).

- Implementation will be discussed in greater detail below. However, without ongoing role-playing various scenarios, drills and reevaluation of your plan, your plan becomes stale and loses considerable value.
- Once you have developed a plan, it is essential that all personnel who need to implement it have copies and are trained. We suggest creating a checklist which will guide all parties through their required steps.

Some basic considerations for the ETRP:

- Determine to what extent a bomb squad is available to you and at what point they will assist you.
- Set up a chain of command.
- Establish procedures for setting up a command center, both during and after business hours (see below, in “Evaluation and Decision” on page 55).
- Determine what primary and alternative communications are available. **Important: cell phones, cordless phones and walkie-talkies (any two-way radio)** can detonate a device. Thus, do not use such modes of communications during an explosive-related emergency. Alternatives include hard-wired intercoms and bullhorns.
- Clearly establish how and by whom an explosive threat will be evaluated.
- Establish procedures to be undertaken when a threat is received or a device is discovered.
- Provide an evacuation plan with enough flexibility to avoid danger areas, e.g., the ability to redirect an evacuation if a device is found in a stairwell.
- Designate and train search teams well in advance of a problem.
- Establish procedures to assign search patterns and track the progress of search teams.

- Establish procedures for a search team to record where they have located a device and a method for leading an explosive squad to the site.
- Have building plans readily available.
- Establish simple procedures for the recipient of the threat. The sample form attached to the end of this document will help. Note: anyone who answers outside phone lines needs to be aware of these procedures.
- Review your physical security plan in conjunction with the ETRP.
- Critically, know your facility. Know what belongs and what does not and be ready to walk through the facility and help police know the difference.
- In the event of a detonation, after the immediate emergency has passed, you will need to consider plans for continuing your operations. Having insurance information, lists of vendors and constituents and data-recovery capabilities can be very important to that end.

Practicing

As just discussed, a stale plan loses value. **It is of utmost importance to role-play, drill and reevaluate your plan at several stages.** Role-playing involves the participation of all decision-making personnel who would be involved during an explosive threat scenario, talking through situations and variations on those situations to determine if the organization's ETRP is both comprehensive and complete.

Fire drills are often mandated by law or insurance carriers. They are a good way to practice your communication and evacuation plan. Adding explosive drills to the mix may require practicing search techniques, establishing a command post, etc. **There is very little substitute for actually moving through your institution and getting a sense of how your plan works during a real-time exercise.** Practice may not make perfect, but it will help get some of the kinks out of the system and will help turn your paper document into a real plan that people can use in an emergency.

Remember: evacuations due to bomb threats are very different from those initiated by fire. At a minimum, one needs to evacuate farther from the building and be sure that one does not evacuate into an area where a secondary explosive device or other danger awaits.

Receipt of Phoned-in Threats

In this section we will deal with the receipt of phoned-in explosives threats. Mail threats are treated elsewhere.

The first step in developing a response plan for receiving an explosive threat is to meet with your local police department or explosive squad. They should be able to tell you what information they want the threat recipient to collect.

Do:

- Remain calm. A calm response may help in getting important information from the caller and it may provide the person making the threat with a human face to the situation.
- Do not irritate or insult the caller.
- Try to have a second person listen in on the call. A covert signaling system should be implemented or a recording device installed.
- If possible, the threat recipient should not hang up after the call. One suggestion: put the line on hold, and use another line to initiate emergency procedures.
- Keep the caller on the line for as long as possible. Consider asking the caller to repeat information.
- Try to recapture every word spoken by the caller. Use the checklists provided below, but also try to take detailed notes *even if there is a recording device installed*. Equipment failure and human error are always a possibility with such equipment.
- Remember: during a bomb threat, use no devices that generate radio signals, such as cell phones, cordless phones, walkie-talkies, etc.

Remember, anyone who answers an outside line should know this.

Information to be sought by the threat recipient includes:

- **IN AN EMERGENCY use an Explosive Threat Call Checklist like the one provided in this booklet.**
- If the caller does not provide it, ask the caller WHEN the explosive will go off and WHERE the explosive is located.
- Inform the caller that the building is occupied and that the detonation of an explosive could result in death or serious injury to many innocent people.
- Pay particular attention to background noises. Listen for the sound of a motor running, music playing, and any other noise which may provide information about a caller's location.
- Listen closely to the caller's voice. Record that information on the Explosive Threat Call Checklist.
- REPORT the information immediately.
- Remain available for questioning by law enforcement.

Evaluation and Decision

Command, Control and Communications

In any emergency, firm lines of command, control and communications are essential. Among the considerations you may wish to discuss with a security professional are:

- Command, control and communications form the backbone of an ETRP, indeed, of any security plan. It is essential that a decision-maker be identified, that this person have the authority to act and that the decisions can be effectively communicated to those who need to know them. It is also important to recognize that a designated decision-maker may be unavailable during an emergency (they may be out sick or on vacation or even at lunch or away from the office for a meeting). **Thus, it is important to be able to quickly ascertain who is in charge at any given point.** Consider having a list of "succession" in the event of an absence. This will enable you to quickly establish a clear chain of command in light of the day's staffing and attendance.

- You should consider establishing a command center, the place where your decision-makers meet during an emergency and establish command, control and communications. You may wish to have building plans, contact information and other institution-specific critical information stored at this location. A second, alternate site may be necessary if the first site is unsafe or unavailable. Ensure that your command center can be up and running both during and after business hours.
- Get your command and communications centers (primary and secondary) up and running.
- Determine likely locations. Produce a master target list and use it in light of the information received in the threat in order to narrow a search.
- Determine procedures to establish search patterns and track the progress of search teams.
- Have building plans readily available.
- Have a roster of all necessary telephone numbers available.

Decision Point

There are three choices the decision-making authority has after an explosive threat is received:

- Evacuate immediately
- Search and evacuate as needed
- Ignore the threat

All things considered, immediate evacuation is likely to be the wisest choice barring some unique aspect of your facility (e.g., a hospital).

While such a policy may lead to a loss of time and/or subject the institution to copycat threats as a means to interrupt business and for other forms of harassment, given the potential risk to human life and safety we believe immediate evacuation is, by far, the safest policy. Also, you can reexamine your policy if you later determine that it is being used for harassment.

Other reasons favor an immediate evacuation policy. First, you avoid having to make a very difficult decision under extremely trying circumstances.

Second, while the statistical probability is that any threat is false, such threats have led to explosives being discovered. Third, your employees and constituents will appreciate your caution — and may react badly to your institution's ignoring a threat. Fourth, in the absence of an evacuation, an explosive threat caller may feel ignored and choose to escalate.

Immediate Evacuation

You must ensure your staff is trained to conduct a safe evacuation in advance of the need.

1. Call 911.
2. Notify all persons in the structure.
3. Conduct evacuation in an orderly fashion.
4. Be flexible; have alternate routes known in case of unexpectedly blocked areas.

Tips for evacuation:

- Evacuation plans should account for several different scenarios and route blockages.
- Groups should be led by someone familiar with the path of egress. That person should look for obstructions and explosives while leading others to safety.
- Safe evacuation distances vary; however, one rule of thumb is if you can see the suspicious device or vehicle, you are too close. It is always better to be farther away than to remain unintentionally in a danger zone.
- It is useful to have a place to bring evacuees in the event of inclement weather. Arrangements with another facility in your area (a school, hospital, nursing home or a supermarket) will allow you to establish a destination for your evacuees. Some institutions have established more than one safe location increasingly far from their facility (one block, five blocks, 25 blocks). In some rural or suburban areas, there may be no large facility for evacuation; a friendly neighbor's house may be the best place to bring young children.

- There is also a risk from secondary devices (explosives left outside a facility to harm evacuees). At the very least, try to ensure that evacuees are moved a sufficient distance away so as to avoid such a secondary danger.
- Children and other persons in need of supervision and aid may raise special evacuation concerns and may have special needs upon exiting the building. While this is discussed in more detail in the section on schools, consider having “to go” bags which contain items needed for those who would face extra hardship during an extended evacuation.

Search and Evacuate as Needed

After a threat, your institution will likely have to perform a search for the explosive, either alone or with the help of the local police or explosive squad. Repeating what we discussed earlier: an ETRP requires that you understand precisely how your local law enforcement will respond to explosive threats. This information is absolutely critical to your planning.

Tips on conducting a search:

The police might insist that you search your own facility; you need to make a decision about whether you will do so and whether it is safe for any searchers to remain inside.

- Everyone should check over his/her own workspace to ensure nothing has been hidden in the work area if you believe it is safe to do so.
- It is recommended that you use more than one person to search every space, even if that space is small. (Ideally, several teams of two should be your primary searchers.) Teams can be made up of supervisory personnel, area occupants or specially trained search teams. While the first two lead to the quickest search, the latter is ultimately safer and more thorough.
- When searching a room with two people:
 - The two enter a room or area.
 - Carefully move to various parts of the room and listen quietly for the sound of a timing device. Understand that there is a great deal of noise in typical buildings.

- The searchers typically divide the room into four heights: floor to hip level, hip to chin, chin to overhead and, finally, ceilings and fixtures.
- Starting at a single point and standing back to back, the searchers begin to walk the circumference of the room looking for devices in the first height range. Examine everything, including carpeting, ducts, heaters, etc. When the searchers meet, they should proceed to the center of the room and search objects and furniture there.
- Repeat these steps for each of the next three levels.
- Finally, check for devices that may be hidden in false or suspended ceilings, and check for lights, building framing members (e.g., rafters, studs), etc.
- Once a room or area is searched, have a way to let others know it is searched. One common method is to mark the wall with tape or hang a “search complete” sign.
- The outside of your building must be searched. Examine:
 - Along walls, looking behind and into bushes.
 - Inside any enclosure, including planters, sheds, etc.
 - Under and inside every vehicle parked close by. Look for a vehicle that sits heavy on its springs, etc. Identify and examine vehicles that do not belong. (See the chapter, “Security for the High Holy Days and Other Special Events” on page 103.)
 - Teams or your general staff should be trained in this technique.
- Previously, we suggested keeping unused offices and spaces locked. If you have reason to believe that these spaces may have been compromised, you must search these areas. Your command center should have keys or access cards for all areas.

Discovery

- It is absolutely critical that personnel involved in explosive searching must understand that they are only to look for and report suspicious objects. **THEY ARE NOT TO TOUCH, MOVE OR JAR ANY OBJECTS OF CONCERN.**
- Evacuate the building.
- Searchers must be able to
 - Report the location of the device.
 - Give accurate instructions as to how to locate the device.
 - Describe the device.
 - Be available to emergency responder units.
- **Note:** Open doors or windows to minimize damage from blast and concussion.

IGNORE THE THREAT

NEVER IGNORE THE THREAT. THE CONSEQUENCES OF IGNORING SUCH THREATS ARE UNACCEPTABLE.

POST-INCIDENT

See “POST-INCIDENT REVIEWS” on page 102.

Arson and Synagogues

Arson Prevention Basics

Effective physical security is critical to deterring arson: good locks, good lighting, etc., as discussed in the physical security chapter, are all important. In addition to the tips discussed elsewhere in this guide, consider the following, even if they are not mandated by law:

- Smoke detectors, fire alarms and fire suppression systems
- Developing a relationship with your local fire department, including sharing and discussing site plans

- Working on your relationships with neighbors — they will be in a good position to notice and report suspicious activity
- Annually reevaluate insurance of buildings and contents
- Store fire extinguishers at designated locations; make sure that staff knows where they are and how to use them
- Have heating and air conditioning systems checked semiannually
- Store hoses at external spigots
- Ensure that electrical service is adequate for current demands
- Clean away all clutter, both inside and out
- Store all flammables, paint, gasoline, mowers, etc. outside in a locked storage area away from your main building.

Protecting Your Torah

It is important to protect your Torahs from both water and fire damage, either by storing them in a fire- and water-resistant location (or creating an ark that is fire- or water-resistant), designing your sprinkler system so that it does not get the ark wet, or using a chemical fire suppression system that does not use water. It is critically important to negotiate the insurance of your scrolls to include your understanding of what a total loss might be: if you believe that a Torah is damaged beyond use and is thus a total loss if one letter is erased through water, you should work that out with your insurance carrier in advance of any problem.

Mail Room Security⁶

Mailroom security follows the same five-part model as above.

1. *Pre-threat*. Physical security, planning and practice.
2. *Receipt*. The immediate response of personnel receiving a threat or noticing a suspicious item.
3. *Evaluation*. The point at which the threat is evaluated.
4. *Response*. Setting in motion an organizational response.

⁶Adapted from United States Postal Service, Mail Center Guide, Publication 166.

5. *Post-Incident*. How the organization handled everything from informing constituency of the status of the incident to how an organization recovers from post incident.

PRE-THREAT

The first key to a mailed hazard response plan is to channel all mail and packages through a screening process, to avoid any letter or package escaping formal scrutiny. This includes items received through the postal service, overnight carriers and couriers. It is preferable that one or two individuals deal with mail so that they become experienced with letters and packages.

To establish a mail screening program:

- Conduct a vulnerability assessment to determine if your organization or a particular employee is a potential target (see “Introduction: Security Planning” on page 4).
- If your institution is large enough, appoint a mail center security coordinator and an alternate to be responsible for the developed plan and to ensure compliance with it.
- Establish direct lines of notification and communication among the mail center security coordinator, management and your general security office.
- Develop specific screening and inspection procedures for all incoming mail or package deliveries. At the least, develop a method for ensuring that all packages and mail are examined by someone who is able to evaluate them.
- Develop specific mail center handling techniques and procedures for items identified as suspicious and dangerous.
- Develop verification procedures for confirming the contents of suspicious packages encountered through the screening process. If you receive a suspicious package, it may be useful to call the addressee to see if he/she is expecting something.
- Establish procedures for isolating the suspicious package. At the least, identify an isolated room or area in which to place suspicious items until law enforcement arrives. The room, ideally, should have windows that open in order to allow fumes or the pressure wave from an explosion to escape. (Do not place the package in cabinets or drawers).

- Conduct training sessions for mail center, security and management personnel to ensure that all phases of a mail screening program work.
- Conduct training for all employees of the institution to look for suspicious mail and packages.
- Conduct unannounced tests for mail center personnel.

When conditions warrant and depending on the level of risk your institution faces and the resources available to it, you may wish to set up an isolated screening room and have your screener wear rubber gloves and an HEPA face mask to prevent biological or chemical impact.

Receipt and Evaluation and Decision

All letters and packages should be hand-sorted and screened for the following indicators:

- Excessive postage
- Misspelled words
- Addressed to title only (e.g., President or Rabbi)
- Rigid or bulky exterior
- Badly-typed or written
- Strange odor
- Lopsided
- Oily stains on wrapper
- Wrong title with name
- Protruding wires

Note: Do not presume that a mail bomb will necessarily meet any of these criteria. Your observations and intuition are two vital elements in identifying suspicious packages. Since the most likely person to identify a mail bomb is the intended recipient, all employees should also receive training about what to look for.

Response

Depending on the risk identified, once a suspicious letter or package is identified, a number of steps should take place.

Explosives

- Call law enforcement.
- Handle the mailed package with extreme care.
- Do not shake or bump.
- Do not open, smell, touch or taste the package or its contents.
- Isolate the package.
- Enact internal emergency procedures (e.g., evacuate).

When isolating the package, it is best to place the container in a room with open windows (to deflect the blast). Do not place the container in a room that has glass walls or doors.

If you have reason to suspect that the suspicious package may contain biological, chemical or radiological hazards (e.g., it is warm, has strange odors or it contains suspicious powders), then consider the following additional precautions:

Radiological Hazards

- Call emergency responders.
- Limit exposure — do not handle.
- Distance yourself and others (evacuate area).
- Shield yourself from object.
- Enact internal emergency procedures (e.g., evacuate).

Biological or Chemical Hazards

- Isolate — do not handle.
- Distance yourself and others (evacuate area).
- Enact internal emergency procedures (e.g., evacuate).

- Call emergency responders.
- Wash your hands with soap and warm water.

Make certain you articulate clearly to the 911 operator that you have reason to believe you are dealing with a chemical, biological, or radiological situation.

*** No staff or visitors should leave the area until they have been cleared to do so by emergency responders.**

POST-INCIDENT

See “POST-INCIDENT REVIEWS” on page 102.

Truck and Car Bombs

Without extensive physical alterations and an extensive security program, defending against truck and car bombs is extremely difficult. Nevertheless, individual awareness as well as those physical security precautions your institution may take represent an important improvement over doing nothing at all.

Truck and car bomb prevention is a matter of physical security first, search and evacuation second. Your key defense is to exclude potentially dangerous vehicles from your institution.

Ideally, all vehicles entering your facility's grounds should be scrutinized before being admitted. While it is much less than ideal, it is still significantly better than nothing if you scrutinize vehicles once they are on the grounds or parked.

Truck and car bombs might be identified by the outward appearance of the vehicle and the behavior of the driver. Suspicious facts include, but are not limited to:

- The person driving the vehicle does not enter the facility, but rather runs or walks away.

- The car or truck appears to be sitting very low on its springs, indicating great weight.
- The car or truck is parked illegally (or too) close to your building. Your facility should restrict parking closest to the building. In an urban environment where on-street parking is close to the facility, consider making a request to the local police department for no-parking designations. Your institution may consider adding physical barriers (cement barriers) between the street and your facility.
- Note that older cars and trucks are more likely to be used in a car bombing (as are rental vehicles). Be wary of any type of vehicle that appears to have been abandoned (e.g., inspection sticker, registration or license plate expired or missing, etc.).
- Information had been received from the FBI that al Qaeda operatives discussed attacking Jewish institutions using bomb-laden fuel trucks. **Institutions should be extremely alert to fuel and tanker trucks parked near their facilities.** The police should be called immediately if any doubt exists about the legitimacy of such trucks (e.g., no fuel delivery expected or such deliveries are not expected at your institution or are atypical of the neighborhood).

None of these behaviors are perfect indicators of the potential for violent behavior — and many are consistent with perfectly innocent behavior — however, they are clues worth considering.

* Observation and rapid response are key to dealing with suspicious vehicles.

You should think through how you will respond to the observation of a suspicious vehicle well in advance of the discovery of one. Suspicious vehicles may require immediate action, including evacuation and calling emergency services. Remember, it may be appropriate to evacuate to a location that puts another structure between you and the explosive threat. Discuss this possibility with your fire marshal or bomb squad.

Incremental Steps for Truck Bomb Security

1. Seek to restrict parking closest to your buildings (perhaps no parking at all or limited to staff/key lay leader vehicles). You may choose to use a wind

- shield identification sticker to determine quickly who belongs and who needs further scrutiny.
2. Train staff and security to be aware of the possible appearance of vehicles used in these incidents.
 3. Use barriers, gates, etc. to prevent access to the facility by non-authorized persons.

Unwarranted Interest in Your Facility

Many terrorist organizations first engage in surveillance on their potential targets. You and your staff should therefore pay serious attention to anyone attempting to photograph or study your facilities — especially in the days and weeks leading up to the High Holy Days or other special events.

Someone examining your facility (or looking closely at the people arriving at or leaving from your building) should be cause for concern. If you spot someone you believe may be doing surveillance on your facility:

1. Call the police **immediately**. It is crucial that the dispatcher/911 operator be given **all** available information, starting with the fact that the location is a Jewish institution and its exact address and location. Other important items would include a description of the suspicious individual, approximate height and weight, what clothing he/she has on, type of car and license plate number if one is observed and any unusual characteristics that would make the person or persons easy to identify.
2. **Consistent with your safety and personal comfort level**, consider photographing the person doing surveillance. If the institution has video cameras that are actively monitored, make sure the operators know what to look for and to get film of the incident. Every institution should be encouraged to have a camera available to take photos of suspects. Inexpensive disposable cameras will suffice but do require that the photographer get close to the subject.
3. If the person leaves before police arrive, you may choose, **consistent with your safety and personal comfort level**, to approach the individual and inquire as to why he or she is taking photos of the location. The response may be, “None of your business, I can take pictures of whatever I want.”

This is true (unless the person is trespassing), but will have the benefit of placing the person “on notice” that his or her actions were observed. Get a picture of the subject/car as he or she leaves.

4. Even if the person leaves, police should be informed and given a report. If the responding law enforcement officer refuses to take a report, call ADL. Also, here is where preexisting relationships with police help: contact the person you already know. If a dispatcher does not consider this an emergency, inform him or her that you feel threatened and require assistance immediately.
5. Ensure that your staff knows all relevant facts and so can identify the person or persons if they return.
6. Your safety is of paramount importance. Remember: call the police first and act to take pictures, get license information, etc. only if you are confident that it is safe to do so.

Suspicious Objects

Prior to the start of services or events and at the beginning of each day, ushers, security guards and others should walk the perimeter, including parking lots and, if possible, rooftops, as well as inside the facility. They should do this in order to refresh their memories as to what belongs and what does not. During the holiday or event, ushers and security guards should periodically patrol the facility.

If you come across a suspicious item:

1. **Leave it alone.** Do not move it or touch it.
2. **Establish Ownership.** Ask people in the immediate vicinity if they own it.
3. **Evacuate.** If you decide it may be an explosive device, evacuate the vicinity. *Rule of thumb:* after you have evacuated, if you can see the device, you are too close.
4. **Call Police.** But do not use a cell phone, cordless phone, walkie-talkie, or any other electronic device (bombs may be triggered by radio signals).



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This guide is intended to help institutions become aware of basic security considerations. It is not intended to provide comprehensive, institution-specific advice on security matters nor is it meant to replace the advice of a security professional. For comprehensive, institution-specific security advice, a security professional should be consulted. ADL specifically disclaims any and all responsibility for, and is not responsible for, any loss or damage arising out of the use, nonuse or misuse of this information

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