

SUSPICIOUS ACTIVITY

Suspicious Activity is often the precursor to violent or criminal behavior and should be reported immediately. *When in doubt, trust your instincts.*

If You Witness Suspicious Activity or Behavior:

- Remain calm.
- Whenever possible, avoid becoming directly involved in the situation yourself.
- Move to a safe area and immediately report your observations to the police. If the situation appears related to criminal activity or is potentially life-threatening, dial **9-1-1** (or **9-9-1-1** from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the nature and location of the activity or condition. Remain on the line to answer questions and provide other critical information.

Suspicious Activity may take many forms and may be indicated by any of the following:

Persons:

- In unauthorized areas.
- Peering into offices, cars, or secured areas.
- Acting furtively, avoiding eye contact, or leaving an area quickly when seen or approached.
- Appearing to be nervous, sweating, or mumbling.
- Not responding to direct salutations or authoritative commands.
- Loitering in or repeatedly traveling through an area.
- Displaying unusual interest in or surveillance of facilities/operations.
- Photographing or recording facilities/operations.
- Taking notes, making diagrams, or drawing maps of facilities.
- Using binoculars or night vision devices
- Wearing loose or bulky clothing that is inappropriate for the weather.
- Repeatedly patting or adjusting clothing.
- Having bulges or padding around the midsection
- Carrying or wearing heavy objects.
- Having visible wires or an explosive belt protruding from under his or her clothing.
- Wearing ill-fitting uniforms or uniforms that do not appear correct or appropriate.

- Tampering with electrical, gas or sewer systems without an identifiable company vehicle or uniform.

Other Occurrences:

- Open or broken doors and windows at a closed building or an unoccupied office.

Vehicles:

- Abandoned or parked for an unusual period of time.
- Emitting a strong, unusual, or chemical odor.
- Commonly used for deliveries (i.e., trucks, vans, or trailers) and parked in unusual locations.
- Out of place in the environment.
- Overloaded.
- Leaking fluids from places other than the engine or gas tank.
- Modified to handle heavier than normal loads, additional storage space, or increased fuel capacity.
- With excessively darkened or tinted windows, or temporary window coverings to prevent viewing of the vehicle's interior.
- Showing signs of theft (i.e., damaged locks, doors, or broken windows).
- Bearing license plates or placards that appear temporary, unusual, or falsified.
- Containing unusual batteries, wiring, timers, other power supply or switching components, unmarked packages or unusual items such as PVC pipe, magnets, or compressed gas cylinders in the passenger compartment.
- Containing blueprints, maps, sketching materials, or surveillance equipment (i.e., binoculars, video cameras, or high-magnification lenses).

Objects:

- Unattended bags, backpacks, boxes, or parcels in unusual locations.
- With antennas, batteries, timers, or capped pipes.
- Emitting a strong chemical odor

Packages or Letters With:

- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect addressee titles.
- An addressee title, but no name.
- Misspellings of common words.

- Oily stains, discolorations or odor.
- No return address.
- Excessive weight.
- Lopsided or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive security material such as masking tape or string.
- Visual distractions.
- Unusual sounds.
- Restrictive endorsement markings, such as “Personal” or “Confidential”
- City or state postmarks that do not match the return address.

If You Receive or Find a Suspicious Package or Letter:

- Remain calm.
- Do not open, smell, or handle the item.
- Do not use cell phones, cordless phones, or any radio transmitter within 1,000 feet of a suspicious object.*** If the object contains an explosive device, the electrical energy from a cordless phone or radio could detonate the device.
- If you have already picked up the item, set it down carefully and move away.
- If any material (i.e., powder or liquid) has spilled from the item *do not* try to clean it up. Instead, leave the room, close the door, and prevent others from entering.
- Avoid touching anything or anyone and wash your hands with soap and cool water.
- If any material has spilled on you or your clothing, remove contaminated clothing as soon as possible. Place contaminated clothing in a plastic bag or other sealable container. Turn the container over to emergency responders for proper handling. Shower with soap and cool water as soon as possible. *Do not use bleach or other disinfectant on your skin. Do not scrub your skin.*
- Immediately report the incident to District Police.
- Notify a supervisor or staff member.
- List the names of any individuals present in the area at the time the letter or package was identified.

If You Receive Warning That a Biological or Chemical Agent Has Been Released in Your Immediate Area:

- Remain calm.
- Turn off any local fans or ventilation units in the area and leave the area immediately.
- Close the door or prevent others from entering the area.
- Notify District Police and shut down the air handling system in the building, if possible.

- List the names of any individuals present in the area at the time the warning was received.

Preparedness/Mitigation Efforts

To minimize the risk and impact of criminal or suspicious activity within District facilities and/or buildings, it is critical to employ basic hazard mitigation practices.

To assist in this effort:

- Remain alert to your surroundings at all times.
- Know how to quickly lock, unlock, and/or evacuate work areas.
- Keep all storage, office, and laboratory areas locked when they are not attended.
- Keep all rooms locked after normal hours and lock them immediately after cleaning.
- Learn how to recognize and properly report suspicious persons, activity, or packages.
- Keep adequate emergency supplies on hand.