



In response to the June 3, 2011 video featuring a senior Al-Qaeda media propagandist Adam Gadahn encouraging acts of individual jihad, members of several extremist Web forums posted names of companies and associated leaders to target. In a posting to the forums, one contributor highlighted Gadahn's call for assassinations as an act of individual jihad with the greatest potential impact. Given this information, it is important for individuals to mitigate any potential increased level of personal risk that may result from this threat. There are several protective measures that individual citizens can adopt to reduce potential threats and potentially hazardous situations. Below is a list of a few of these protective measures.

Information concerning suspicious or criminal activity should be reported to the local FBI Joint Terrorism Task Force. The FBI regional phone numbers can be found online at <http://www.fbi.gov/contact/fo/fo.htm>. When available, each report submitted should include the date, time, location, type of activity, number of people and type of equipment used for the activity, the name of the submitting company or organization, and a designated point of contact.

### **Recommended Protective Measures<sup>1</sup>**

#### ***General Security:***

- Be unpredictable. Vary daily routines.
- Keep a low profile; avoid publicity.
- Pay attention to surroundings and report suspicious activity to local law enforcement.
- Secure personal and identity related documents and information.
- Do not post your schedule on publicly accessible Web sites (to include Facebook, Twitter, etc.).

#### ***Residential Security:***

- Know who you are letting in your house. Ensure contractors have been requested.
- Restrict the possession of house keys; change locks if keys are lost/stolen.
- Use solid core doors with deadbolts and peepholes.
- Lock all entrances at night, including the garage.
- Keep the house locked, even if you are at home.
- Do not open mail from unknown sources.
- Destroy all envelopes or other items that show your name or other personal information.
- Avoid frequent exposure on balconies and near windows.
- Keep mailbox locked, and do not place family name on mailbox.

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<sup>1</sup> Both the Department of Defense's Antiterrorism Personal Protection Manual and the Department of Homeland Security's Office of Infrastructure Protection's Active Shooter Manual were consulted in the creation of this protective measures list.

- Install security/fire alarm system and associated security service.
- Ensure fire alarms and extinguishers are operational.
- Participate in a neighborhood watch program.
- Use motion- and light-activated exterior lighting.
- Install emergency lighting.

***Residential Security While Traveling:***

- Stop deliveries of newspapers and mail, or forward to a trusted neighbor's home.
- Do not indicate absence or itinerary on voicemail, email, Web site or with a written note on a door.
- Do not hide keys outside the house.
- Advise a trusted friend or family member of destination and arrival/departure times.

***Vehicle/Transportation Safety:***

- Keep car in good repair; at least half a tank of gas; tires inflated properly with good tread.
- Use a locking gas cap.
- Do not have personalized plates or decals with affiliations on vehicles.
- Park in well-lit areas; park in reputable garages/lots with on-premise attendants; try not to leave the car on the street overnight.
- Check for suspicious persons prior to and when approaching vehicle and exiting vehicle.
- Examine exterior and interior of vehicle prior to using; if you find something suspicious, do NOT touch it – contact local law enforcement.
- Always lock your car as soon as you get in and after you exit; have your keys in your hand prior to approaching vehicle.
- Install a car alarm.
- Always wear your seatbelt but lock vehicle doors prior to fastening.
- Commute with other passengers when possible.
- Avoid late night travel, isolated roads, or dark alleys when possible.
- Vary routes and plan alternate routes; pay special attention to suspicious activity when in close proximity to your residence and your office.
- If appropriate, advise your office when you depart for work; ask them to contact local law enforcement if you do not arrive when expected and cannot be reached.
- Do not allow your vehicle to be boxed in; if you suspect an ambush, make all efforts to NOT stop—keep going if possible; know the location of emergency services (police, fire, hospitals, etc.) along your route.
- If attacked (or suspect an imminent attack), drive to the nearest safe haven (police, military base, etc.).
- Know how to react if you are being followed:
  - Check during turns for confirmation of surveillance.
  - Do not stop or take other actions that could lead to confrontation.
  - Go to the nearest police station or military base.
  - Get the best possible description of the car and its occupants.
  - Report the incident to police.
- Recognize events and distractions that can signal the start of an attack. When one of these events occurs, mentally prepare a course of action in case an attack develops. These events may include, but are not limited to:

- Cyclist falling in front of your car.
- Flagman or workman stopping your car.
- Unusual or false police or government checkpoint.
- Disabled vehicle and/or accident victims on the road.
- Unusual detours.
- Know what to do if under attack in a vehicle:
  - Try to draw attention to your car by sounding the horn.
  - If possible, do not stop; keep driving.
  - Go to closest safe haven and report incident to police.
- Consider taking a defensive driving course.
- Vary the mode of taxi and delivery service companies you use; ensure that the driver's face and license photo are the same before getting into the vehicle.
- Vary commercial transportation routes and use busy bus/subway stops; avoid poorly lit or isolated stops.
- Do not allow anyone you do not know well to call a cab for you—call yourself.

### ***Office Security:***

- Restrict access to authorized personnel only; assign ID badges with photographs; ensure accountability for lock and key control.
- Have security personnel greet all employees and visitors and examine their personal belongings.
- Install a security/fire alarm system and associated security service; install CCTV to record operation area and exterior entrances.
- Ensure adequate lighting for operations area, exterior, and CCTV.
- Screen all incoming mail offsite if possible; contact local law enforcement if a package is determined to be suspicious.
- Ensure accountability for lock and key control.
- Develop an emergency plan for response to a known or a suspected hazard.
- Restrict drivers and deliveries to a specific area.
- Establish a communication channel to report security deficiencies.

### ***In the Event of an Incident/Attack***

- Evacuate at the first signs of trouble whether or not others are evacuating; leave personal belongings behind; call 911 when safe.
- If evacuation is not an option, hide; lock/barricade door of hiding place; silence cell phone; call 911.
- Only as a last resort, attempt to incapacitate an active shooter.
- If an attack occurs in a public place, call loudly for help and take other steps to bring attention to yourself.
- If an active shooter is in your vicinity:
  - Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.
  - As a last resort, attempt to take the active shooter down.

- When calling 911:
  - Be aware of your surroundings; make sure you are in the safest possible location prior to calling (out of harm's way).
  - Be calm and articulate; talk slowly.
  - State your name, location, and the nature of the emergency; provide the who, what, where, when, why, and how of your situation.
  - Advise if you are injured; provide details.