

## OTHER WORKPLACE SAFETY TIPS

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- 1 . ALWAYS lock up your valuables.
  - 2 . Check the identity of strangers in your office, even delivery or repair personnel. If ANYONE makes you uncomfortable notify management, security or the police.
  - 3 . Report any broken lights, poorly lit areas or locks that do not work properly.
  - 4 . Know your workplace emergency plans and the locations of the exits.
  - 5 . If your office does not supply an emergency kit keep your own supplies such as flashlight, batteries, water, walking shoes, nonperishable food, etc in your desk drawer.
  - 6 . Park in well-lit areas when possible. Use the buddy system when walking to your car, especially at night.
  - 7 . If you notice signs of potential violence in a fellow employee, report this to the appropriate person immediately.
  - 8 . Suspicious Packages-know what is out of the ordinary for your office. If it seems weird DO NOT handle it. Look for exposed wires, excessive postage, addressed to a position and not an individual, lumpy or soiled wrapping, and leaking anything.
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Additional Resources:

[www.ready.gov](http://www.ready.gov)

[www.redcross.org](http://www.redcross.org)

[www.dhs.gov](http://www.dhs.gov)

[www.fbi.gov](http://www.fbi.gov)



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## WHAT IS TERRORISM?

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The University of Missouri Police Department would like to encourage everyone to watch for and report suspicious activity to law enforcement in an effort to reduce criminal behavior and possibly terrorist activities. Our goal is to establish a partnership with all students, faculty and staff to ensure a peaceful quality of life and support a safe learning environment.

# Terrorism

There are many definitions of terrorism and each person thinks of different things when they hear the word “terrorism”. Terrorism can be anything from abuse from a significant other to a disgruntled patron or employee to a suicide bomber and anything in between. It only takes one call to possibly prevent a terrorist incident.

## Q. What is “Suspicious” Activity?

A. No one knows what goes on in your neighborhood, community or office setting better than you. If you see or hear anything that seems unusual or out of the ordinary there is a good chance that something is amiss.

## Q. What kind of activity do I look for?

A. You should IMMEDIATELY report people who photograph, videotape, sketch, ask detailed questions or seek blueprints for: power plants and substations; health research facilities; hospitals; historic structures and national landmarks; capitols, courts and government buildings; airports; water supplies; dams and bridges; major highway intersections or tunnels; communications facilities and towers; transmission towers; pipelines; tank farms;

military installations and law enforcement agencies; and defense contract sites.

## Q. Do I have to give my name and number?

A. It is very beneficial to the case if we are able to contact you to follow up and ask additional questions.

## Q. Will my identity be protected?

A. Your contact information will most likely be shared with the necessary law enforcement agencies; however, we will make every effort to keep your identity confidential from others.

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Terrorist Operations usually begin with extensive planning. You can help prevent and detect terrorism and other crimes by watching for suspicious activities and reporting them. **Be Alert for these 8 signs of terrorism:**

**1. Surveillance**-someone monitoring activities. This could include taking pictures, note taking, sketches, videotaping or watching with binoculars or night vision goggles.

**2. Elicitation**- The attempt to gain information. This could be done by phone, email, mail or in person through friendly conversation or eavesdropping.

**3. Tests of Security**-Any attempts to measure reaction times to security breaches, attempts to penetrate security barriers or monitor procedures to assess strengths and weaknesses.

**4. Funding**- Suspicious transactions involving large cash payments, deposits or withdrawals are common signs of terrorist funding.

**5. Supplies**-Purchasing or stealing explosives, weapons, large transport vehicles, ammunition, etc. This could also include acquiring military or police uniforms, decals, flight manuals, passes or badges and other controlled items.

**6. Impersonation**-People who do not seem to belong in the workplace, neighborhood, business or anywhere else. This includes the impersonation of military or law enforcement personnel or company employees.

**7. Rehearsal**-Putting people into position and moving them around according to the plan without committing the actual terrorist act. This could include mapping routes and determining the timing of traffic lights and flow.

**8. Deployment**-People and supplies getting into position to commit the act.