

# THREAT ADVISORY SYSTEM

|        |   |
|--------|---|
| Red    | <b>SEVERE</b><br><b>SEVERE RISK OF TERRORIST ATTACKS</b>        |
| Orange | <b>HIGH</b><br><b>HIGH RISK OF TERRORIST ATTACKS</b>            |
| Yellow | <b>ELEVATED</b><br><b>SIGNIFICANT RISK OF TERRORIST ATTACKS</b> |
| Blue   | <b>GUARDED</b><br><b>GENERAL RISK OF TERRORIST ATTACKS</b>      |
| Green  | <b>LOW</b><br><b>LOW RISK OF TERRORIST ATTACKS</b>              |

## Incident Log

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (AM/PM)

Is it a:    Device             Activity             Threat

Location: \_\_\_\_\_  
 \_\_\_\_\_

Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Vehicle

What kind: \_\_\_\_\_

Color: \_\_\_\_\_ Year: \_\_\_\_\_

Make/Model: \_\_\_\_\_

License Plate: \_\_\_\_\_ State: \_\_\_\_\_

### Package

Color: \_\_\_\_\_

Size: \_\_\_\_\_

Other: \_\_\_\_\_

### Unknown Person

Sex: M or F                      Age Range: \_\_\_\_\_

Appearance:  
 Race:    White             African-American  
            Hispanic            Other

Hair Color:    Blonde             Brown  
                    Red                  Black  
                    Other

Other

Who and when did you report the incident to:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# EMERGENCY MANAGEMENT / HOMELAND SECURITY

**TERRORISM AWARENESS**



*Developed by:*

**Maricopa County Department of  
Emergency Management**

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*In cooperation with:*

**Maricopa County Sheriff's Office**

**Maricopa County Risk Management Department**

**Maricopa County Facilities Management**

**Maricopa County Superior Courts**

In light of the terrorist threat, it is important that all county employees are aware of visible threats that they may encounter. There are four things to be on the watch for:

- Suspicious Devices
- Suspicious Activities
- Threats
- Suspicious Mail

Treat every suspicious device, activity, or threat as potentially real until appropriate actions have been taken to eliminate the threat or the uncertainty.

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#### **Maricopa County's priorities are:**

- To minimize the risk of injury to employees and the public.
- Protect the infrastructure and support facilities.
- Restore safe customer services as soon as possible.

#### **In all cases, you should immediately:**

- Call 911 and provide relevant information.
- Inform your supervisor of the situation or threat. If your supervisor is not available, advise the appropriate department staff of the situation or threat.

#### **If you discover a suspicious device:**

- Immediately turn off your cell phone or radio transmitting equipment and move at least 300 feet from the device.
- Then, call 911.
- Don't touch or move the item. Keep the area clear and attempt to identify the owner of the device.
- Take appropriate action to protect fellow employees, support personnel and the traveling public from being exposed to a potential danger.

#### **If you suspect suspicious activities:**

- Call the Maricopa County Sheriff's Office at 602-876-1030, or the Arizona Counterterrorism Intelligence Center (ACTIC) at 602-644-5805 or 1-877-272-8329 with the details of the activity, people, equipment or vehicles involved.

#### **If you receive a phone threat:**

If you receive a threatening phone call, try to record as many details as possible. Speak in a calm voice. Ask the caller to repeat the message. Ask for more details on timing and location. Pay attention to the background noise.

If it is a bomb threat, please attempt to use the bomb threat report found in Emergency Evacuation of County Facilities - A1307 of the Maricopa County Policies and Procedures. If it is not available, use the Incident Log on the back of this brochure and ask the following:

Where is it?  
What does it look like?  
When will it explode?  
What will make it explode?  
How do you deactivate it?  
Who put it there?

#### **What is suspicious mail?**

Here are some basic tips for determining if a package or letter should be considered suspicious.

- No return address
- Possibly mailed from a foreign country
- Excessive postage
- Misspelled words
- Addressed to a title only or the wrong title
- Badly written or typed
- Protruding wires
- Lopsided or uneven
- Rigid or bulky
- Oily stains, discoloration, the presence of a powdery substance or crystallization on the wrapper
- Excessive tape or string

#### **What should you do?**

If you suspect that a package you have received should be considered suspicious, you should follow the steps below:

- Avoid handling if possible. If not, handle with care. Don't shake or bump.
- Isolate and look for indicators.
- Don't open, smell, or taste (if opened place in Ziploc-type bag or cover in plastic lined trash can).
- Treat as suspect! Call 911!
- List all personnel in the area or who had contact with the package/letter.

#### **If the parcel is opened and/or a Threat is identified...**

##### **For a Bomb:**

- Evacuate immediately
- Call 911 (Sheriff's Office)

##### **For Radiological:**

- Limit Exposure – Don't handle
- Distance (Evacuate area)
- Shield yourself from object
- Call 911 (Sheriff's Office)

##### **For Biological or Chemical:**

- Isolate -- Don't handle
- Call 911 (Sheriff's Office)
- Wash your hands with soap and warm water