

HOMELAND SECURITY RESPONSE GUIDE

Recommended Emergency Action Steps

For Businesses

LEVEL	RECOMMENDED EMERGENCY ACTION STEPS
SEVERE Definition: a terrorist attack has occurred or credible or corroborated intelligence indicates that one is imminent. Normally, this threat condition is declared for a specific location or critical facility.	• Listen to the radio/television for current information and instructions. • Be alert for suspicious activity and report it to law enforcement immediately. • Implement parking restrictions and park vehicles away from critical areas. • Search all bags, suitcases, packages, etc. brought into the facility. • Secure all doors to communications, command centers, data processing centers. Maintain a security presence on a single point of access to each structure and check identification of potential visitors to determine valid purpose of entry. Maintain a sign-in log. All authorized visitors must be escorted while in the facility. • Determine need to close business based on circumstances and in accordance with written emergency plan.
HIGH Definition: Credible intelligence indicates that there is a high risk of a local terrorist attack but a specific target has not been identified.	• Be alert to suspicious activity and report it to local law enforcement. • Review emergency plans to include continuity of operations and, if necessary, media materials on hand. • Limit access points to critical infrastructure facilities to the absolute minimum, and strictly enforce entry control procedures. • Determine if all exterior doors, except the main facility entrance should be locked. Check all visitors' purpose, intent and identification. Ensure that contractors have valid work orders outlining the task(s) to be performed in the facility. Require visitors to sign in with information from their identification. Escort visitors when they are in the facility, until they leave. • Increase security patrols around critical infrastructure facilities. Identify and protect all designated vulnerable points. Give special attention to vulnerable points outside of the critical facility. • Be alert for signs of suspicious illness in people or animals and report it to public or animal health authorities.
ELEVATED Definition: Elevated risk of terrorist attack but a specific region of the United States or target has not been identified.	• Remind employees to be suspicious and inquisitive and maintain a heightened awareness of people, vehicles, and activities. • Increase spot checks of specific high-risk targets and/or facilities. • Move vehicles and objects such as trash containers and crates away from buildings. • Consider alternative work schedules of operational and Information Technology personnel if the situation escalates. • At the beginning and end of each work shift, as well as at other regular and frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious packages.
GUARDED Definition: General risk with no credible threats to specific targets.	• Be alert to suspicious activity and report it to proper authorities. • Ensure the company's emergency communications plan has been updated to include the purchase of needed equipment. • Assess which employees are trained in first aid/CPR. • Encourage staff to take Community Emergency Response Team training or higher levels for specific threats. • Check all deliveries to facilities. • Have periodic emergency drills.
LOW Definition: Low risk of terrorism. Routine security is implemented to preclude routine criminal threats.	• Develop a written emergency operations plan to address all hazards. Include an emergency communications plan to notify employees of activities; designate an off-site 'report to' location in case of evacuation. • Develop a continuity of operations plan to include designating alternate work facility/location for businesses. • Establish floor wardens to assure evacuation or shelter in place plans are orderly and promptly adhered to by personnel. • Support the efforts of your local first responders (fire fighters, law enforcement, and emergency medical services). • Know what natural hazards are prevalent in your area and what measures you can take to protect your family. • Have first aid kits stocked.