

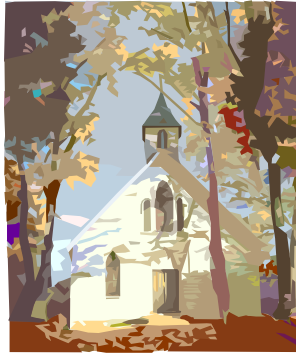
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Winnebago County Sheriff's Office

P.R.E.P.A.R.E.

Personal Readiness for
Emergency Planning and
Response Efforts

PREPARING AT PLACES OF WORSHIP



Places of worship supply a valuable support network and an opportunity to share information about preparedness.

- Learn about evacuation plans and security measures at your place of worship. Select a place nearby to meet up with your family members if you are separated during an emergency.
- Find out if your place of worship could be used as a shelter in an emergency. If so, organize a group to collect blankets, pillows, water, food, first aid supplies and other emergency needs. Help ensure that your congregation knows about the plan.
- Organize relief measures to help provide food, shelter, clothing and medicine in an emergency. You can also make plans to help those outside of your congregation. Ask others to volunteer their skills in medical care, child care, cooking, construction or organization and bring them together to talk about where to report and what to do in an emergency.
- Hold meetings to discuss and share the information you have learned about preparedness.



HOW TO PREPARE AT WORK

GENERAL EMERGENCY PREPAREDNESS

An emergency can happen anytime. You and your co-workers should know what to do if an emergency happens at work. Even if you think you are not in a disaster-prone area, something like a chemical tanker truck overturning or a flood can prevent you from getting to or from work. No business should operate without a disaster plan. If you are a business owner, developing a business disaster plan, consider how the disaster could affect your employees, customers and the workplace.

EMPLOYEES SHOULD:

- Know the post-evacuation meeting location, and learn and practice the emergency plans.
- Know at least two exits from each room (if possible), and be able to escape in the dark by knowing, for instance, how many desks or cubicles are between your workstation and two of the nearest exits.
- Know the location of fire extinguishers and how to use them.
- Keep a copy of co-workers phone numbers at home, and make a list of important personal numbers. Keep a printed list at your desk or near other phones.
- Gather personal emergency supplies in a desk drawer. Include a flashlight, walking shoes, dust mask, water bottle and non-perishable food.
- Report safety system damage or malfunctions.
- Never lock or block fire exits or doorways, and keep fire doors closed to slow the spread of smoke and fire.
- Make specific plans to help each other. Determine how you will help each other in the event that public transportation is shut down or throughways are impassable.

EMPLOYERS SHOULD:

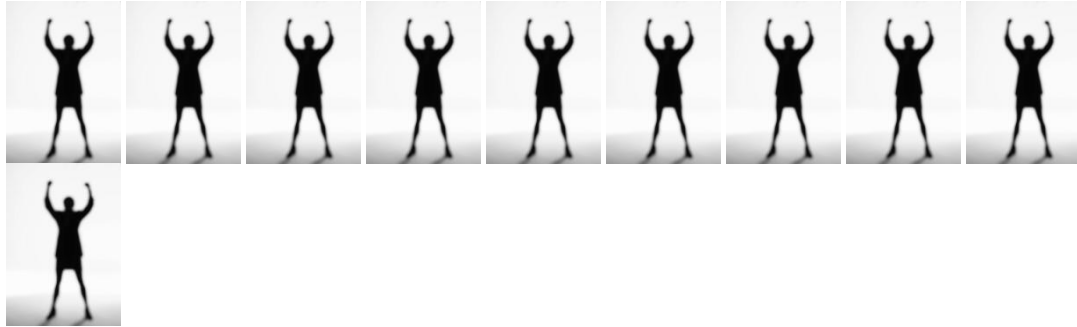
- Ensure that an emergency plan is developed and practiced at least every six months
- Make specific plans for employees who are disabled or who may require assistance during an emergency.
- Put together an office phone tree. Develop a list of everyone's home phone numbers and who is responsible for making each contact. Provide a copy to each employee
- Keep a phone list of all key employees with you at all times.
- If you have a voice mail system, designate one remote number on which you can record messages for employees and provide them the number.
- Arrange for programmable call forwarding for your main business lines.
- Leave keys and the alarm codes with a trusted employee or friend in case you cannot get to your facility.

- Purchase a NOAA Weather Radio with a tone alert system.

HOW TO PREPARE IN YOUR COMMUNITY

- **Be alert.** Get to know your neighbors. Be aware of unusual or abandoned packages or vehicles and of suspicious activities that should be reported to the police.
- **Develop a list of emergency services and their phone numbers and address.** Include shelters, food banks, police and fire departments and distribute the list to your neighbors.
- **Find out about community emergency plans.** What plans do your schools have in place? What plans are in place where you work?
- **Make sure schools and workplaces have updated emergency contact information for your family.** Include a cell phone number if you have one.
- **Check on the school emergency plan for any school aged children you have.** You need to know if your children will be kept at school until a parent or designated adult can pick them up or sent home on their own.
- **Make a plan to meet up with family members if an emergency happens while your family is separated.** Establish an out of town contact, such as a friend or relative, to whom everyone can call and report. Make sure the contact agrees and that everyone has the number and knows how to dial it. Consider prepaid calling cards and emergency contact lists for your children. Identify places to meet both close to home and some distance away.
- **Plan for what you may need if you are away from home during an emergency.** Keep water, a blanket and non-perishable food in your car. Always keep at least half a tank of fuel. Remember that if electricity is interrupted, gas pumps do not work.
- **Do your part.** Research organizations in your community such as places of worship, schools, fire departments and the Red Cross that work on preparedness efforts. Find out what you can do and volunteer to do it.
- **Join, start or reinvigorate a Neighborhood Watch Program.** Find out if your area has a Neighborhood Watch group or community association and join. Neighborhood Watch is a great way for you to share the information in this booklet and develop neighborhood plans.

NEIGHBORHOOD WATCH is an organized group of neighbors who observe more closely and report any activity or situation that affects the appearance or safety of their community. If you are interested in becoming an active member, call the Winnebago County Sheriff's Office COPS Program at 815-319-6000.



TIPS FOR SPOTTING SUSPICIOUS ACTIVITIES IN YOUR NEIGHBORHOOD

- A stranger entering your neighbor's house while they are away
- Unusual sounds (breaking glass, gunshots, screaming, etc) or anyone peering into/forcibly entering a locked vehicle
- Open or broken windows at a closed business or residence
- Parked, occupied vehicles – especially if seen at an unusual hour
- An unfamiliar vehicle left running, parked and unoccupied on your street
- Anyone removing accessories, license plates or gasoline from a vehicle
- Strange or frequent comings and goings from homes or businesses
- Business transaction being conducted from a vehicle

Remember, PEOPLE AREN'T SUSPICIOUS, BEHAVIOR IS



IS YOUR HOME SECURE?

- Are entry doors solid hardwood or metal clad, secured with a deadbolt lock and equipped with a peephole?
- Are entry doors kept locked, and do your sliding glass doors have strong, working key locks?
- Do you have dowel or pins installed so the sliding glass door cannot be lifted off the track?
- Are shrubs/bushes trimmed to eliminate hiding places, and are side entry gates kept locked?

- Are outside lights functioning and the house address clearly visible?
- Are the alarm systems turned on?

NATURAL DISASTERS



FLASH FLOODS

Perhaps the biggest cause of flood-related deaths and injuries is lack of public understanding of the severity and danger involved in floods and flash floods. During a flash flood, water can rise so quickly that there is little or no time for a warning to be issued and you may have only seconds to escape. Many people are killed while trying to drive or walk on roads and bridges that are covered by water. Even though the water might look only inches deep, it could be much deeper and with very strong currents. It only takes two feet of water to carry away cars. Six inches of swiftly moving water will sweep a person off his/her feet.

- If you suspect that a flash flood is about to happen, **immediately climb to higher ground**
- If on foot, **do not** attempt to walk through flood water. Turn back and go directly to higher ground.
- Never let children or pets play near flood waters, storm drains, washes and sewers.
- If you are in a car, drive away from flooded areas – never try to drive through them. Even though vehicles in front of you have passed through the high water, you may not be so lucky.
- If your car stalls, immediately abandon it and climb to higher ground.
- Flooded areas are not safe for recreational boating. Many canoeists and kayakers have had to be rescued from dangerous rapids in flood-swollen waters.
- If advised to evacuate, do so immediately. Follow recommended evacuation routes. Shortcuts may be blocked.

Safety Tips For Flood Victims

TYPES OF FIRE RELATED HAZARDS PRESENT AFTER A FLOOD

- Alternative heating devices used incorrectly create fire hazards. Proper use and maintenance can decrease the possibility of a fire.
- Damaged or leaking gas lines or containers may explode or ignite.
- Pools of water and even appliances can be electrically charged. This can result in an electrical fire or serious electrical shock.
- Appliances that have been exposed to water can short and become a fire hazard.

ELECTRICAL SAFETY

- Remove standing water, wet carpets and furnishings. Air-dry your home with good ventilation before restoring power.
- When using a wet-dry vacuum, be sure to follow the manufacturer's instructions to avoid electrical shock. Do not allow the power cord connections to become wet. Do not remove or bypass the ground pin on the three-prong plug. Never allow the connection between the machine's power cord and extension cord to lie in water.
- If using extension cords, use the appropriate size and type to carry the electric load. Overloaded cords can overheat and cause a fire. Remember that extension cords are intended for temporary use only.
- Have a licensed electrician check your home for damage before power is restored. Electric Circuit breakers and fuses can malfunction when water and silt get inside. Circuit breakers and fuses that have been submerged in water should be replaced and must be done by a licensed electrician.
- Do not use electrical appliances that have been wet. Water can damage the motors in electrical appliances such as furnaces, freezers, refrigerators, washing machines and dryers. If electrical appliances have been under water, have them dried out and reconditioned by a qualified service repairman.
- If using a generator for temporary power, always follow the manufacturer's instructions and guidelines and use outdoors only.

HEATING SAFETY

- Leaking or damaged gas lines or propane tanks may explode or ignite.
- If you suspect a gas leak, don't light a match, use any electrical appliance, turn lights on or off or use the phone. If you smell gas, or hear gas leaking, turn off the main valve if possible, open windows, and leave the area immediately and call NICOR.
- NICOR or a qualified service technician must restore natural gas service that has been turned off.
- Gas control valves on furnaces, water heaters, and other gas appliances that have been under water are unfit for continued use. Silt and corrosion from floodwater can damage internal components of control valves and prevent proper operation. Replace ALL gas control valves that have been under water. A qualified service technician must do repairs.
- Alternative heat sources (space heaters) need their space. Keep anything combustible at least 3 feet away. Make sure they have "tip switches" that turn off the heater in the event they tip over. Do not use alternative heat sources to dry clothes or furnishings.
- Do not use the kitchen oven or range to heat or dry your home. In addition to being a fire hazard, it can be a source of toxic fumes.

TORNADO

Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard.

Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible. Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear sunlit skies behind a tornado.

The following are facts about tornadoes:

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction.
- The average forward speed of a tornado is 30mph, but may vary from stationary to 70mph.
- Peak tornado season in the southern states is March through May; in the northern states it is late spring through early summer.
- Tornadoes are most likely to occur between 3p.m. and 9p.m. but can occur at any time.

KNOW YOUR TORNADO TERMS

Tornado Watch

Tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned to NOAA Weather Radio, commercial radio, or television for information. Danger signs include:

- Dark, often greenish sky
- Large hail
- A large dark, low-lying cloud (particularly if rotating)
- Loud roar, similar to a freight train

Tornado Warning

A tornado has been sighted or indicated by weather radar. Take shelter immediately.

WHAT TO DO DURING A TORNADO

If you are under a tornado WARNING, seek shelter immediately!

If you are in:	Then:
A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)	Go to a pre-designated shelter area such as safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.
A vehicle, trailer, or mobile home	Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.
The outside with no shelter	<p>Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.</p> <p>Do not get under an overpass or bridge. You are safer in a low, flat location.</p> <p>Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.</p> <p>Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.</p>



DURING A WINTER STORM

Guidelines

- **Listen to your radio, television, or NOAA Weather Radio** for weather reports and emergency information.
- **Eat regularly and drink ample fluids**, but avoid caffeine and alcohol.
- **Conserve fuel, if necessary**, by keeping your residence cooler than normal. Temporarily close off heat to some rooms.
- **If the pipes freeze**, remove any insulation or layers of newspapers and wrap pipes in rags. Completely open all faucets and pour hot water over the pipes, starting where they were most exposed to the cold (or where the cold was most likely to penetrate).
- **Maintain ventilation when using kerosene heaters** to avoid buildup of toxic fumes. Refuel kerosene heaters outside and keep them at least three feet from flammable objects.

If You Are Outdoors

- **Avoid overexertion when shoveling snow.** Overexertion can bring on a heart attack – a major cause of death in the winter. If you must shovel snow, stretch before going outside.
- **Cover your mouth.** Protect your lungs from extremely cold air by covering your mouth when outdoors. Try not to speak unless absolutely necessary.
- **Keep dry.** Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.
- **Watch for signs of frostbite.** These include loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
- **Watch for signs of hypothermia.** These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion.

If symptoms of hypothermia are detected:

- get the victim to a warm location
- remove wet clothing
- put the person in dry clothing and wrap their entire body in a blanket
- warm the center of the body first
- give warm, non-alcoholic or non-caffeinated beverages if the victim is conscious

If You Are Driving



Drive only if it is absolutely necessary. If you must drive, consider the following:

- Travel in the day, don't travel alone, and keep others informed of your schedule.
- Stay on main roads; avoid back road shortcuts

If a blizzard traps you in the car:

- **Pull off the highway.** Turn on hazard lights and hang a distress flag from the radio antenna or window.
- **Remain in your vehicle where rescuers are most likely to find you.** Do not set out on foot unless you can see a building close by where you know you can take shelter. Be careful; distances are distorted by blowing snow. A building may seem close, but be too far to walk to in deep snow.
- **Run the engine and heater about 10 minutes each hour to keep warm.** When the engine is running, open a downwind window slightly for ventilation and periodically clear snow from the exhaust pipe. *This will protect you from possible carbon monoxide poisoning.*
- **Exercise to maintain body heat, but avoid overexertion.** In extreme cold, use road maps, seat covers, and floor mats for insulation. Huddle with passengers and use your coat for a blanket.
- **Take turns sleeping.** One person should be awake at all times to look for rescue crews.
- **Drink fluids to avoid dehydration.**
- **Be careful not to waste battery power.** Balance electrical energy needs—the use of lights, heat, and radio—with supply.
- **Turn on the inside light at night** so work crews or rescuers can see you.
- **If stranded in a remote area,** stomp large block letters in an open area spelling out HELP or SOS and line with rocks or tree limbs to attract the attention of rescue personnel who may be surveying the area by airplane.
- **Leave the car and proceed on foot – if necessary** once the blizzard passes.

Before Winter Storms and Extreme Cold

Add the following supplies to your disaster supplies kit:

- **Rock salt** to melt ice on walkways
- **Sand** to improve traction
- **Snow shovels** and other snow removal equipment.

Prepare Your Home and Family

- **Prepare for possible isolation in your home** by having sufficient heating fuel; regular fuel sources may be cut off. For example, store a good supply of dry, seasoned wood for your fireplace or wood-burning stove.
- **Winterize your home** to extend the life of your fuel supply by insulating walls and attics, caulking and weather-stripping doors and windows, and installing storm windows or covering windows with plastic.
- **Winterize your house, barn, shed or any other structure that may provide shelter** for your family, neighbors, livestock or equipment. Clear rain gutters; repair roof leaks and cut away tree branches that could fall on a house or other structure during a storm.
- **Insulate pipes** with insulation or newspapers and plastic and allow faucets to drip a little during cold weather to avoid freezing.
- **Keep fire extinguishers on hand** and make sure everyone in your house knows how to use them. House fires pose an additional risk, as more people turn to alternate heating sources without taking the necessary safety precautions.
- **Learn how to shut off water valves** (in case a pipe bursts).
- **Know ahead of time what you should do to help elderly or disabled friends, neighbors or employees.**
- **Hire a contractor to check the structural ability of the roof** to sustain unusually heavy weight from the accumulation of snow – or water, if drains on flat roofs do not work.

Prepare Your Car

Check or have a mechanic check the following items on your car:

- **Antifreeze levels** – ensure they are sufficient to avoid freezing
- **Battery and ignition system** – should be in top condition and battery terminals should be clean
- **Brakes** – check for wear and fluid levels
- **Exhaust system** – check for leaks and crimped pipes and repair or replace as necessary
- **Fuel and air filters** – replace and keep water out of the system by using additives and maintaining a full tank of gas
- **Heater and defroster** – ensure they work properly
- **Lights and flashing hazard lights** – check for serviceability.
- **Oil** – check for level and weight. Heavier oils congeal more at low temperatures and do not lubricate as well.
- **Thermostat** – ensure it works properly
- **Windshield wiper equipment** – repair any problems and maintain proper washer fluid level

Install good winter tires. Make sure the tires have adequate tread. All-weather radials are usually adequate for most winter conditions. However, some jurisdictions require that to drive on their roads, vehicles must be equipped with chains or snow tires with studs.

Maintain at least a half tank of gas during the winter season.

Place a winter emergency kit in each car that includes:

- A shovel
- Windshield scraper and small broom
- Flashlight
- Battery powered radio
- Extra batteries
- Water
- Snack food
- Matches
- Extra hats, socks and mittens
- First aid kit with pocket knife
- Necessary medications
- Blanket(s)
- Tow chain or rope
- Road salt and sand
- Booster cables
- Emergency flares
- Fluorescent distress flag

Dress For The Weather

- **Wear several layers** of loose fitting, light weight, warm clothing rather than one layer of heavy clothing. The outer garments should be tightly woven and water repellent.
- **Wear mittens**, which are warmer than gloves
- **Wear a hat.**
- **Cover your mouth** with a scarf to protect your lungs

AIR TRAVEL PREPARATION



General Procedures

Be patient.

Keep control of all your bags at all times and do not leave them unattended.

Do not accept packages from strangers.

Do not joke about having a bomb or firearm.

Do not discuss terrorism, weapons, explosives or other threats while going through the security checkpoint

Do not try to “test” security procedures by carrying fake or real weapons, explosives etc

Be alert to suspicious activities, packages or abandoned and unattended luggage in the parking lot or airport.

Report anything suspicious to security.

Check In

Adult passengers must bring a federal, state or locally issued photo identification card – such as a driver’s license. If a government-issued photo ID is not available, bring two pieces of ID, one of which must be from a governmental authority (such as a social security card or birth certificate).

Have your ID and boarding pass out and ready as you approach the checkpoint. Keep them both handy, as you may be asked to present them at subsequent points, such as at the gate.

E-ticket holders should check with their airline to make sure they have proper documentation. Written confirmation from the airline (letter, fax, e-mail) may be required.

Screener Checkpoints

Except for those with specific medical or parental needs, only ticketed passengers are allowed beyond the security screeners.

Each traveler is limited to one carry-on bag and one personal bag such as a purse, laptop or briefcase.

All electronic items, such as laptops and portable phones may be subject to additional screening. Be prepared to remove your laptop from its case so that both can be x-rayed separately.

Wear as few metal objects as possible. Remove all metal objects before passing through.

Most airports require passengers to put their coats and jackets through the x-ray conveyor. You will save time in line if you have it off and ready as you approach.

Do not gift-wrap carry-on items; they may need to be opened during security screening.

Authorized Carry-On

Walking canes and umbrellas
Nail clippers that do not have an attached metal nail file
Safety and disposable razors
Syringes with documented proof of medical need
Tweezers and eyelash curlers

Unauthorized Carry-On

You must transport the following items as checked baggage or risk their confiscation at the security checkpoint. When in doubt – leave it home or transport the item in checked baggage. This information is provided by the Transportation Security Administration (TAS). From time to time, these restrictions may change. Check with the TSA before packing.

Weapons: Firearms, ammunition, BB/toy guns, bow and arrows, billy clubs, blackjacks, brass knuckles, bull whips, cattle prods, crow bars, hammers, kubatons, martial arts devices, gunpowder, mace, tear gas and pepper spray are forbidden. *An unloaded firearm may be transported in checked baggage if declared at check-in and packed in a suitable and locked container. Boxed small arms ammunition for personal use may be transported in checked baggage. Amounts may vary by airline.*

Knives: Knives of any length, composition or description, cutting instruments of any kind and composition, including carpet knives, meat cleavers, box cutters or blades, double-edge razor blades, any device with a folding or retractable blade, corkscrews, ice picks, axes, straight razors, metal scissors and metal nail files are forbidden.

Certain Sports Equipment: Such as baseball/softball bats, golf clubs, pool cues, ski poles and hockey sticks.

Fireworks: All fireworks, signal flares, sparklers or other explosives.

Flammable liquids and solids: Fuel, paints, lighter fluid, “strike anywhere” matches, and lighters with flammable reservoirs are prohibited.

Household items: Including drain cleaners and solvents.

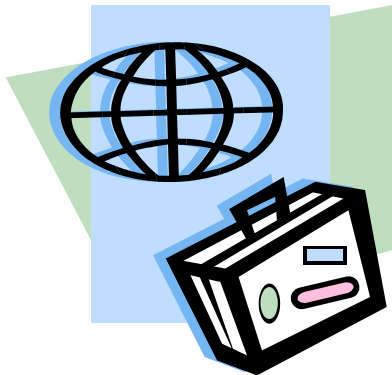
Pressure containers: Including spray cans, butane fuel, scuba tanks, propane tanks, CO2 cartridges and self inflatable rafts

Personal Items: Containing hazardous materials, such as flammable perfumes, aerosols. No more than 70 ounces may be carried on-board. The contents of each container may not exceed 16 fluid ounces.

Other hazardous materials: Such as gas-powered tools, wet cell batteries, poisons, infectious substances and dry ice. (Note: 4 pounds or less of dry ice for packaging perishables may be carried on-board provided the packages are vented.)

International Travel

- Monitor events and review the latest information on the countries you plan to visit. You can monitor the Department of State's Website www.travel.state.gov for information about the country or region in which you are traveling.
- Dress conservatively. Avoid patriotic red, white and blue.
- Bring travelers checks and 1 or 2 credit cards instead of cash.
- Make 2 copies of you passport ID page, tickets, & driver's license. Leave one with a family member or friend.
- Keep medications in their original, labeled containers.
- Be cautious in or avoid areas where you are most likely to be victimized. These include crowded subways, train stations, elevators, market places, festivals, and marginal areas of cities. Do not use short cuts, alleys or poorly lighted streets. Don't travel alone at night.
- Avoid public demonstrations and other civil disturbances.
- Keep a low profile and do not discuss your travel plans with strangers.
- Try to seem purposeful when you move about, even if you are lost. When possible, ask directions only from individuals in authority.
- Consider registering with the nearest U.S. embassy or consulate.



Many of these suggestions are applicable to other modes of transportation. The same vigilance to travel safely should be applied when using buses, trains, subways, ships and other forms of transportation.

TERRORISM AND THREATS

What Are The Potential Threats of Terrorism?

The potential threats of terrorism can be loosely categorized as Weapons of Mass Destruction (bombings, and/or the use of biological, chemical or radiological agents) with the ultimate goals of disrupting the infrastructure and/or the economy and instilling fear in the targeted community. Certain potential targets lend themselves towards the accomplishment of these goals. They include, for example, atomic energy and other public utility facilities, international airports and other transportation systems, major international events and high-profile landmarks. Countless federal, state and local government agencies are working hard every day to prevent terrorism.

There are some things you can do, too.

Know the routines. Be alert as you go about your daily business. Learn the normal routines of your community and workplace. Understanding these routines will help you to spot anything out of place

Be aware. Get to know your neighbors. Be on the lookout for suspicious activities such as unusual conduct in your neighborhood, workplace or while traveling.

Take what you hear seriously. If you hear or know of someone who has bragged or talked about plans to harm citizens or who claim membership in a terrorist organization, take it seriously and immediately report it to law enforcement.

Terrorism Indicators

The following may suggest terrorist surveillance, particularly when observed near key facilities such as government, military, utility, or other high profile sites:

- Unusual/prolonged interest in security measures, personnel, entry points, perimeter fences or walls;
- Unusual behavior (e.g. staring/looking away) when entering or leaving areas;
- Observation of security drills or procedures
- Increase in telephone or e-mail threats in conjunction with surveillance indicators
- Foot surveillance involving two or three individuals working together;
- Surveillance using bicycles, scooters, cars, boats, or other vehicles
- Prolonged surveillance by people disguised as panhandlers, food vendors, news agents, etc.
- Discreet use of still cameras, video recorders, or note taking at non-tourist locations;
- Use of multiple sets of clothing or ID;
- Use of sketching materials (pens, pencils, etc.);
- Questioning of security or facility personnel

International Terrorism	Involves violent acts or acts dangerous to human life that cross international boundaries and are a violation of the criminal laws of the U.S. The goal is to intimidate or coerce the civilian population, influence the policy of a government, or affect the conduct of a government.
Domestic Terrorism	Is the unlawful use, or threatened use, of violence by a group or individual based and operating entirely within the U.S. The goal is to intimidate or coerce a government or the civilian population to further political or social objectives.
Threats	Are real or perceived acts or indications of a future act, in a manner that would tend to cause harm to people, property or disrupt essential services. The goal is to instill fear, anxiety and distrust.



Opening Mail and Packages

Teach family, friends and co-workers to be aware when opening mail and packages.

Signs of Suspicious Mail and Packages:

- Unexpected or from someone you do not know, or that is not addressed to a specific person
- Addressed to someone no longer at the address
- Handwritten with either no or an unreadable return address
- The package is lopsided or lumpy, and/or has wires or unusual contents that protrude from the package
- Postmarked city does not match return address
- Unusual contents that can be felt through the package
- Marked with restrictive endorsement-like “personal” or “confidential”
- Excessive postage, or excessive weight
- Common words are misspelled and/or incorrect titles or titles without names
- The package is soiled or stained, and/or a powdery substance can be felt or seen
- Marked with threatening language
- The package has a strong odor, and/or a ticking sound

If You Receive or See Suspicious Mail:

Don't shake, sniff, touch, taste or look closely at it

Don't carry, show it to others, or allow others to touch

If it is already in your hands, do put it down on a stable surface and do not handle further

Do alert others in the area and leave the area

Do close doors and prevent others from entering

If possible, do shut off the ventilation

Do wash your hands thoroughly with soap and water

BOMB THREATS

If you receive a bomb threat by telephone:

Get as much information from the caller as possible, and keep the caller on the line.

Listen closely to the voice (male or female), voice quality (calm or excited), accents, and speech impediments. Immediately after the caller hangs up, write down your observations.

Pay particular attention to background noises which may give a clue as to the location of the caller.

Notify the police and the building manager.

If you receive a bomb threat in writing:

Written warnings of a specific device should never be ignored.

Save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided.

Every possible effort must be made to retain evidence, such as fingerprints, handwriting or typewriting, paper, and postal marks, which are essential to tracing the threat and identifying the writer.

If you locate a suspicious package or device:

Do **not** touch it.

Do not use portable phones nearby.

Clear the area and notify the police immediately.

Provide a description of the package or device.

On evacuating – stand clear of windows and other potential hazards.

After reporting a bomb threat – you may be asked to conduct a cursory check of your building. Nobody is more familiar with your place of business than you and your fellow employees. Because of your familiarity, you are likely to spot anything suspicious even faster than the police.

KEY LOCAL TELEPHONE NUMBERS

ComEd	1-800-EDISON1
Emergency Services and Disaster Agency (local)	1-815-319-6218
Federal Bureau of Investigation (local)	1-815-987-9833
Illinois State Police	1-815-239-1151
NICOR	1-888-642-6748
Red Cross (local)	1-815-963-8471
Rockford City Police Department	1-815-987-5495
Winnebago County Health Department	1-815-720-4000
Winnebago County Sheriff's Office	1-815-319-6000

Other Contact Information:

Homeland Security Advisor

Department of Homeland Security
207 State House
Springfield, IL 62706
217-524-1486
www.ready.illinois.gov

Illinois Emergency Management Agency

Illinois Terrorism Task Force
2200 South Dirksen Parkway
Springfield, IL 62703
217-557-4757

Resources:

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Bureau of Justice Assistance, United States Department of Justice

Center for Disability Issues and the Health Professionals

Chicago/Rockford International Airport www.flyrfd.com

FEMA.gov

Illinois Department of Homeland Security

National Crime Prevention Council

Rock River chapter of the American Red Cross

U.S. Department of Homeland Security, Transportation/Security Admin.