



GOVERNMENT FACILITIES - LARGE FEDERAL OFFICE BUILDINGS

BusinessSafe is based on the idea that certain businesses and industries may be exploited by terrorists who portray themselves as honest customers seeking to purchase, lease or somehow appropriate certain materials, licenses and/or services to covertly further a terrorist plot.

The following are general indicators of potential terrorist planning or activities. Alone, each indicator can result from legitimate recreational or commercial activities or criminal activity not related to terrorism; however, multiple indicators combined with other information may possibly suggest a terrorist threat.

- Physical surveillance, which may include note taking or the use of binoculars, cameras or maps near key facilities.
- Attempts to gain sensitive information regarding key facilities or personnel through personal contact or by telephone, mail or e-mail.
- Attempts to penetrate or test physical security and response procedures at key facilities.
- Attempts to improperly acquire explosives, weapons, ammunition, dangerous chemicals, flight manuals or other materials which could be used in a terrorist attack.
- Suspicious or improper attempts to acquire official vehicles, uniforms, badges, access cards or identification for key facilities.
- Presence of individuals who do not appear to belong in the workplace, business establishment or near a key facility.
- Behavior which appears to denote planning for terrorist activity, such as mapping out routes, playing out scenarios, monitoring key facilities and timing traffic flow or signals.
- Stockpiling suspicious materials or abandoning potential containers for explosives (e.g., vehicles or suitcases).

The following examples of activity relating to Government Facilities, though not fully inclusive, may be of **possible** concern to law enforcement, as well as this sector:

- The appearance of a suspicious vehicle (including bicycles with a storage basket) parked near your building or surrounding buildings.
- Actions by an individual that suggest the pre-event videotaping of a location and surrounding area for no apparent reason (i.e., no aesthetic value).
- The sudden appearance of a new street vendor in an area adjacent to your office.
- Unclaimed or suspicious packages or objects found near your building or surrounding buildings.
- The recent placement of a garbage can, postal mailbox, newspaper kiosk, or other stationary object in your building or on the perimeter of your building.

- Recent attempts by unknown individuals to gain access to your building's roof.
- Reports by employees of being questioned by suspicious individuals as to their routine or activities.
- Individuals bringing or attempting to bring unusual packages into the premises.
- Visitors found in your building who claim to be lost or appear disoriented.
- Maintenance work that is not announced or scheduled.
- Deliveries that are not anticipated or requested.
- Suspicious inquiries by unknown individuals regarding:
 - Security measures in place or security routines/patrols surrounding your building.
 - The schedules, arrival, and departure times of public officials, dignitaries, or other VIPs within your building.
- Individuals found in areas restricted to "staff only" and not open to the general public.
- Individuals photographing or videotaping the building interior with an apparent focus on stairwell locations, hallways, fire exits, etc.
- Evidence suggesting that the building's HVAC system (i.e., heating, ventilation, air conditioning access rooms or panels) may possibly have been tampered with.
- Individuals found loitering in areas where there is access to the HVAC system or other physical plant systems (i.e., air intake vents; electrical breaker switch boxes) related to building operations.
- Unusual odors or substances, oil based stains, or other flammable material.
- Unusual inquiries (telephone and in-person) from strangers regarding registration and verification procedures.
- The submission of application documentation with questionable or unverifiable information.
- Repetitive appearances of individuals with associates or friends submitting applications.

Your impressions and assessment based upon your professional business experience are extremely valuable and should help guide you in determining if a customer request, a fact pattern, or set of circumstances is unusual.

Please remember that the conduct of an individual will not necessarily be criminal in nature. Suspicious incidents should be reported immediately to your local law enforcement agency, Crime Stoppers, or your regional FDLE office. You may also email a tip regarding a suspicious incident utilizing the link on the [BusinessSafe homepage](#).

For all emergencies, call "911."