

HAZARDOUS MATERIALS COMPANY

ANTI-TERRORISM TIPS

When the National Threat Level is raised to Code Orange, the following actions are to be taken:

Personnel Security:

Brief your employees to report suspicious incidents or events.

- **Post the Nation's Threat Level in the Driver's room or other public area.**
- **Convene a brief security meeting when the Threat Level increases and review security plans and tips with employees.**
- **Make sure all employees handling or transporting hazardous materials have adequate communication devices in case of emergency. Test these systems.**
- **If you have a management crisis team, verify their 24/7 contact information and place them on "ready alert."**
- **Assure that all employees have proper and up-to-date identification.**
- **Assure that company personnel monitor news and other information sources for events or changes in conditions and respond as appropriate.**
- **Review Driver Anti-terrorism Tips list.**

Facility Security:

- **Cooperate with federal or local law enforcement officials concerning security checks or safety checks.**
- **Restrict the availability of information related to your facility and employees, and the materials you handle.**
- **Restrict access to a single entry or gate. Control who enters and leaves your facility, if possible. Require visitors to show photo identification and have someone accompany visitors at all times.**
- **Reduce your internal tolerance for "security anomalies," such as overdue or missing vehicles, perimeter of physical plant intrusions, unverified visitors, evidence of tampering etc.,**
- **Install additional security systems on areas containing hazardous materials, if needed.**
- **Do not preload hazardous materials shipments.**
- **Require employees to display identification cards or badges while at the facility.**
- **Conduct spot checks of personnel and vehicles.**
- **Test your emergency response communications systems.**
- **Upgrade security procedures for pick-ups and deliveries. Verify all paperwork and require pick-up and delivery appointments from known vendors. Require pick-up drivers to provide driver's name and vehicle number- confirm with vendor. Accept deliveries in designated areas only.**
- **Confirm legitimacy of new vendors through listings in phone book or industry publications, websites or references.**
- **If possible or appropriate, secure hazardous materials in locked buildings or fenced areas. Have a sign-out system for keys.**
- **Secure valves, manways, and other fixtures on transportation equipment when not in use. Secure all rail, truck, and barge containers when stored at your location.**
- **Use tamper-resistant or tamper-evident seals and locks on cargo compartment openings.**
- **Maintain current inventories of on-site hazardous materials and check account for shortages or discrepancies.**

En Route Security:

- **Verify identify of carrier or driver prior to hazardous materials loading. Ask driver for photo identification and compare with information provided by carrier.**
- **Ask the driver to tell you the name of the consignee and the destination for the material and confirm with your records before releasing shipments.**
- **Identify preferred and alternated routing, including acceptable deviations. Make sure routing complies with local routing restrictions.**
- **If possible, alternate routes to frequent destinations.**
- **If possible minimize exposure in downtown or heavily populated areas and expedite the shipment to the final destination.**
- **Minimize stops en route; if you must stop, select locations with adequate lighting on well-traveled roads and avoid high-crime or dangerous areas.**
- **If materials are stored during transportation, make sure storage facilities are secure.**
- **Train drivers how to avoid hijackings or theft of property- keep vehicles locked when parked and avoid conversation on open channels or with strangers about route, cargo, and destinations.**
- **Consider using advanced technology to track or protect your cargo en route to their destination (i.e., satellite tracking systems, anti-theft systems for trailers and tractors and surveillance systems). GPS tracking systems should relay updates more frequently.**
- **Install tamper-proof seals on all valves and package or container openings.**
- **Implement a system for a customer to alert the shipper if a hazardous materials shipment is not received when expected.**
- **When products are delivered, check the carrier's identity with shipping documents provided by the shipper.**

Get to know your customers and their hazardous materials programs. If you suspect you shipped or delivered a hazardous material to someone who may intend to use it for a criminal activity, notify your local FBI office or local law enforcement officials.

Report any suspicious or unusual behavior or incidents to your local law enforcement officials.