

# COMMUNITY SAFETY MANUAL

**A Guide to  
Prevention and Response  
in Emergency Situations**



**CAIR**  
WASHINGTON

[www.cairseattle.org](http://www.cairseattle.org)

Dear friends and colleagues, as-salamu'alaikum,

In recent years there has been a wave of anti-Muslim hate speech and accompanying hate crimes, often helped along by biased comments in media that project an inaccurate image of Islam and Muslims. This has created an atmosphere of misguided ideas of self-righteousness and revenge. Even aside from the discrimination that many American Muslims face, mosques and other places that Muslims attend have begun to stand out as targets for attack.

The purpose of this manual is to provide safety and response guidelines for your institution and the people who attend it. It will help to prepare you and your congregation physically, by helping you to harden the security of your mosque, and mentally, by training you to be prepared when an emergency happens. In order to best serve your needs, we have brought together information from many different sources, including the Department of Homeland Security, Seattle Police and Fire Departments, and the Anti-Defamation League.

Please note that training is your key to decreasing risk and being better prepared for an attack. Simply reading this manual is not enough. Your administrators, volunteers, and frequent attendees must practice the scenarios outlined in this manual. We have included a section on training towards the end of the manual. Additionally, we urge you to make this manual available on your website and to post relevant sections from it around your mosque.

In the beginning we have written a "Threat Assessment" chapter to help you figure out how safe your mosque is now and what can be done to make it safer. The next five chapters deal with different crimes that might happen at your mosque. In these chapters, we have written some things you can do to prevent and prepare for these crimes and exactly what to do if these crimes happen. We have also written a brief chapter on "Disaster Recovery" that has advice for what exactly to do after a crime has been committed at your mosque.

Toward the end of this manual, you will find a list of helpful law enforcement phone numbers. These numbers are for non-emergencies, and also in case you want to contact these agencies to ask questions, build working relationships with their leadership, or to schedule trainings.

This manual should not be seen as the only source for information on how to prepare and respond to every disaster situation that might happen. Instead, your institution should work closely with CAIR-WA and law enforcement experts to determine what makes the most sense for your organization. We hope that this manual helps make your institution and the people who study or worship there feel well-prepared and more secure.

Sincerely,

A handwritten signature in black ink that reads "Erin Peña". The signature is written in a cursive, flowing style.

Erin Peña, Editor

On behalf of the CAIR-WA Team

[www.cairseattle.org](http://www.cairseattle.org)

[info@cairseattle.org](mailto:info@cairseattle.org)

206-367-4081

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## Five Reasons to Use This Manual

1. If a shooter walked into your institution today, how would you react? Would you know how to save your constituents? This manual will help you to prepare and train for emergencies.
2. In 2010, 1,949 law enforcement agencies reported 6,628 hate crimes in the US. 20% of them targeted the victim because of their religion. (1)
3. Each year, there are about 405,000 fires in residential structures, which cause nearly 3,600 deaths, 18,600 injuries, and \$4.7 billion in property loss. Only 6% of U.S. homes do not have smoke alarms, but 40% of homes that had fires had no alarm. (2)
4. Although it might seem easier to not plan for emergencies the consequences of not having a plan can be very expensive in terms of money and human lives.
5. This manual has a section that will help you apply for a grant from the government to help you secure your institution.

## Some Definitions of Crimes

Although some of these definitions may seem obvious, we have included this section to help anyone who may have questions about more exact definitions of certain types of crimes. These are legal definitions that will help you to tell the police or a lawyer exactly what happened, and will help you understand exactly what type of crime they are talking about.

### Arson

Arson is a fire that has been set on purpose in order to cause damage. The fire can be set anywhere: a house, a car, or even on open land.

### Assault

Assault is when somebody acts in a way that is threatening. The person has to make a move that clearly means they intend to harm someone. Simply saying threatening things is not enough; there has to be some action as well (like raising a fist, or showing a weapon). You must really think that the person will hurt you for the action to be an assault.

### Battery

Battery is when someone hurts you (with a fist, knife, gun), or touches you offensively (spitting on you; knocking off your head covering).

### Breaking and Entering

A person is guilty of breaking and entering if they go into a place they are not allowed by either: actually breaking through something, like a wall; by opening a window or door to get in, whether or not the window or door was locked; or by lying about being allowed in an area.

### Burglary

Burglary is when a person breaks into a place in order to steal something. Burglary usually involves, trespassing, breaking and entering, and theft (or at least the desire to commit theft).

### Hostage

A hostage is a person who is being held prisoner against their will in order to force some other group to act a certain way. Criminals may take hostages in order to force others to listen to them, in order to get money for the hostages (called ransom), or simply to cause terror.

### Graffiti

Graffiti is when someone writes on another person's property without permission. Both paint and posters count as graffiti.

Theft

Taking another person's property without permission is theft. If you trick someone into giving up property, it is still theft.

Trespassing

Coming on to a person's property without permission is trespassing. If someone stays after being told to leave, that is also trespassing. Also, if a person places a thing that doesn't belong on someone else's property (for example, if someone throws rocks) that is trespassing. If you have to go onto private property to protect yourself in an emergency, that is allowed. Trespassing is not always criminal.

Vandalism

Destroying another person's property on purpose is vandalism. Breaking windows, writing graffiti, and slashing tires are all types of vandalism.

## Initial Steps and Community Building

A very important first part of the process of safeguarding your institution is to create strong bonds with other communities. These include other faith communities, law enforcement, and attorneys. Having a strong, working relationship with them will help you to recover from an emergency faster and more efficiently.

You must begin these relationships before an emergency occurs; otherwise you will have no one to reach out to, who knows you and your institution and the people within it. CAIR-WA is available to help connect you with local police chiefs, other faith communities, and with lawyers who are used to working with Muslims and CAIR-WA, sometimes free of charge. We strongly urge you to contact us so that we can connect you with the people you need to know in the event of an emergency. Remember, these relationships cannot be built overnight. They take time and attention. Here are some initial steps:

- **Develop a Legal Contact List**

Develop a list of attorneys who are willing to advise the Muslim community in response to crimes. Contact CAIR-WA for the names of attorneys who regularly work with us. You may consider asking qualified Muslim attorneys you know to volunteer their services to community members during times of crisis. You should speak with these attorneys before an emergency occurs, so that they are prepared to step in and help when an emergency occurs.

- **Develop Working Relationships with Law Enforcement Agencies**

You should begin reaching out to your local law enforcement representatives in order to foster communication between your institution and the police. The local police and sheriff should be used to working with your institution, and the people in your institution must be used to working

with them. Additionally, keeping CAIR-WA informed of these relationships will help us work with law enforcement to respond quickly and effectively in the case of an emergency. CAIR-WA can also introduce you to local police chiefs and sheriffs.

- **Meet with Elected Officials to Discuss Community Concerns**

You should meet regularly with your city, county, state and federal officials at least twice a year. Unless the Muslim community plays an active role in politics, by voting and by lobbying, politicians will not meet the Muslim community's needs. Politicians have to know that Muslims can influence local politics, and that Muslims' opinions matter. CAIR-WA is available to help set up meetings with your local lawmakers and to coach you on how to build relationships and present your community's needs.

- **Build Coalitions with Interfaith and Community Groups**

Many other religious and other communities experience the same sort of challenges that the Muslim community faces. Building out-come oriented interfaith relationships with strategically chosen groups is an effective way to share tips on countering discrimination, and will create a safety network that will reach out and help your community in the event of an emergency. CAIR-WA can connect you with leaders of many different faith communities and community groups in your area.

- **Meet with Local School Officials to Discuss Student Safety**

It is important to make sure that discrimination is not going on in public schools, where children are often vulnerable to bullying. Make certain that your local school officials and your children's teachers are aware of your concerns and are ready to counter any bullying or harassment that may occur at your children's school. Again, CAIR-WA can connect you with leadership at school districts and individual schools.

- **Build an Emergency Contact List and Support Network**

Make certain that you know who to contact in the event of an emergency, whether it is a high-level law enforcement official you have worked with in the past, an attorney who knows your institution, or other Muslim community leaders whose institutions may also be in danger and who should be aware of the situation. You should also know who is willing and able to offer material assistance in a time of crisis, and you should be able to access that information easily.

- **Hold a Community Meeting to Inform Others of Safety Guidelines**

Finally, after reading this manual, you should begin to write your own specific emergency response plan with the help of other important stakeholders in your institution and local law enforcement. After the emergency plan is in place, hold a wider community meeting to explain your safety guidelines and to hold trainings on following the emergency plan. CAIR-WA can connect you with local law enforcement and other experts who can help facilitate community meetings and trainings on your emergency response plan.

## Security and Safety Inspections

Using the information provided in this section, CAIR-WA can put you in touch with expert professionals who will help you, free of charge, to see any security or safety problems with your institution and will advise you on how best to fix those problems. The Department of Homeland Security (DHS) and your local fire department both offer free security and safety assessments. This means that people from these agencies will come to your building and work with you to see how safe your building is, how safe you want it to be, and what you can do to make it safer. The DHS focuses on planning for criminal attacks whereas the fire department will help you with fire safety and evacuation planning. Again, CAIR-WA can also connect you with additional resources.

### The Department of Homeland Security

Through their National Infrastructure Coordinating Center (NICC) the DHS offers free, security based assessments of critical infrastructure, which includes mosques and other religious facilities. There are Protective Security Advisors (PSAs) in all 50 states who will come to inspect your institution and work with you to make it safer.

To ask for a PSA inspection, please contact CAIR-WA ([info@cairseattle.org](mailto:info@cairseattle.org) or 206.367.4081) and we will put you in touch with your regional PSA. He will come to your building and do a thorough inspection, which can take up to 6 hours. He will inspect every aspect of your building, as well as your security and safety training. At the end of his inspection, he will be able to show you ways to make your building more secure.

If you would like to ask any questions about the PSA program, you can use the email [NICC@hq.dhs.gov](mailto:NICC@hq.dhs.gov), which will connect you with your regional PSA, or you can ask CAIR-WA at [info@cairseattle.org](mailto:info@cairseattle.org) and we will either find the information you want or connect you with someone who can help you.

### Your Local Fire Department

If your mosque is registered with the city as a building for assembly, which it should have been when you moved in, then the fire department should inspect your mosque every year to make sure that it is safe from fire hazards and to make sure that it is easy to evacuate. You can also call at any time and request an inspection of your mosque or assembly building by calling your local fire department (you will find their phone numbers in the back of this manual). If your mosque is not registered as an assembly building, then we advise you to ask your fire department what you should do to have it registered in order to take advantage of the safety inspections.

## Action Lists

These action lists provide guidelines to help you both prepare for and respond to an emergency. We have included information that we think will be useful, but as always we urge you to call either the DHS or your local police department (phone numbers are at the back of this manual) if you have questions about safety or security issues.

### Action List for Speaking with the Police

It is very important to remember to call the police if you think that a crime has been committed. It is just as important to make sure that the police carefully and thoroughly document and write a report about the crime. Do not be afraid to ask the police if they are going to take a statement from you, and make sure that you ask for and receive the report number of your crime report. If the police officer you are speaking with doesn't appear to take your complaint seriously, or will not give you a report number, ask to speak with the sergeant.

In all cases, you should remember that if a crime or an emergency is in progress (happening right now) then you should immediately call 9-1-1 to report the crime. If the crime or disaster is over and no longer a threat, you should still call 9-1-1 so that police officers can come to the scene and take your statement. State clearly whether or not you are in any danger. It is very important to also contact CAIR-WA via e-mail at [info@cairseattle.org](mailto:info@cairseattle.org) or via phone at (206) 367-4081 so that we can work closely with local and federal law enforcement to ensure that a thorough investigation is conducted and other appropriate actions are also taken so that the incidents are treated with the seriousness they deserve.

## Action List for Basic Security<sup>(3)</sup>

How secure is your building? Are you worried that a criminal could target your community? This list has some actions that you can take to make your institution safer. The more you do the safer your building and community members will be.

- Put in floodlights around the outside of the building. Criminals can hide themselves in the dark. Lighting that points at entrances (doors, windows, skylights, etc.) discourages them. Inside lights in areas that show through the windows should be left on when it is dark out. Outside lights should have screens over them to prevent vandalism. Check all lights weekly to make sure they're not broken. You can buy high quality motion activated and/or timing equipment to automatically turn lights on and off.
- Install a high quality fire and burglar alarm system. Alarms should be put in by local companies that have good reputations and that can service and properly maintain the equipment. Please note that some cities and police departments have burglar alarm standards and will not respond to false alarms by systems that are known to cause false alarms. Check with your local police or sheriff's department to ensure your system is of high quality.
- Check the strength of doors in your building. Solid wood or sheet metal faced doors provide extra strength that a hollow wooden door cannot. Metal security grates or screens that cover the entire door and frame also provide added security. With a good strong door there should be strong locks. Long throw dead bolts of hardened steel will stop most criminals. Many standard locks are easy to pick or break open. Do remember that exits must be easy to get out of (if not into) for fire safety reasons.
- Install burglar-proof bars on screens and large roof vents to stop criminals from coming through them. If bars are used, you should be able to open them from inside and they should not stop people from leaving the building. You should ask about local laws regarding window bars BEFORE you make any expensive changes to your building.
- Bushes and trees can hide criminals. Keep foliage to a minimum around your building.
- Participate in formal Neighborhood Watch type programs organized by local authorities.
- Meet with your neighbors and any security people assigned to businesses in your neighborhood. Ask them to keep an eye on your institution, in case they see any suspicious activity.
- On a rotating basis have a member of your institution, who is at least 18 years old, check on the building daily. Decide whether you need a security guard for nights and weekends.



## Action List for Burglary, Vandalism and Graffiti (4)

If burglary, vandalism, or graffiti happens at your building, here are some steps to follow. It is very important to also contact CAIR-WA after reporting these incidents to law enforcement and to take detailed photos of any damage.

### If You Are Dealing with Graffiti or Vandalism

- To report an act of graffiti or vandalism *in progress*, call 9-1-1.
- To report graffiti you notice on your property, somebody else's property, or on public property call your local police department. It is also very important that you report it to CAIR-WA.
- Once you have reported the graffiti, if it is on your property or business, some cities (such as Seattle) have a graffiti nuisance ordinance that requires you to remove the graffiti or have it removed fairly quickly. Before, removing graffiti, be sure to take detailed photos of it.

### If You Are Dealing with Burglary

- To report an act of burglary *in progress*, call 9-1-1.
- In order to more easily recover stolen items, it would be useful to have a list of things that might be taken, with photographs and serial numbers, if possible. This list may be stored as a CD or DVD, or in hardcopy. Decide whether your insurance policy works well for your institution.
- Be sure to take detailed photos of any damage caused by burglars.

### If You Are Dealing with Burglary, Vandalism or Graffiti (5)

- As long as it is safe to do so, take detailed photos of whatever is the trouble.
- Once you are at a safe location, try to record, in writing, everything about the event that you can remember. Write down a description of a suspicious person, and why you thought they were suspicious, or note the license, color, make, and model of a suspicious car or truck. Remember: you and other people may remember what happened differently.
- Do not pick up or touch evidence (such as a rock thrown through a window).
- If there are eyewitnesses, make sure that they speak with the police and give as much information about the criminal(s) as possible. If you have a security camera system, make sure that the video is given to the police and that you also keep a copy.

## Action List for Preventing Arson (6)

How safe is your building from fire and arson? Is there trash, paint, or other flammable things inside or outside? Do you have smoke or fire alarms? Do you have a fire escape plan? Do people who attend your institution regularly know the plan? Here are some basic safety tips to help prevent fire.

- Smoke detectors, fire alarms and fire suppression systems (like sprinkler systems) are all very important to have. Smoke alarms save lives. There should be at least one on every floor of your building and the batteries should be changed at least once a year. Smoke alarms need to be replaced every 10 years.
- If you have good quality cameras that record activity outside your building, you will be much more likely to see any crime being committed, and the camera footage will help the police identify the criminal.
- Make a map of your building and have the emergency exits clearly marked. Post copies of these maps in places where people will see them.
- Work with your local fire department, including sharing and discussing site plans in order to find out whether your building is fire safe.
- Work on your relationships with neighbors – they will be in a good position to notice and report suspicious activity, or the beginnings of a fire.
- Store fire extinguishers in easy to find places and have your local fire department train people so that everyone knows where the extinguishers are and how to use them.
- Have heating and air conditioning systems checked a few times a year.
- Store water hoses at outside spigots.
- Clean out all trash, both inside and outside your building. Trash is a fire hazard.
- Store all flammables, paint, gasoline, mowers, etc. outside in a locked storage area away from your main building. A fire that starts because of something flammable outside could easily spread to the main building.

### If There is a Fire Emergency

- Have a fire-escape plan and hold drills regularly. Fire spreads quickly, so make sure that there are at least two escape paths in your plan and that everybody knows them.
- If you see smoke in front of you, try to find a different way out. If you can't avoid the smoke, crawl under it on your hands and knees. Inhaling smoke can sometimes be deadly.
- Test doors before you open them. If you touch the door and it is warm, use another escape route. If the door is cool, open it slowly.
- Do any security bars on your windows have quick-release devices? Bars need to be opened easily and quickly from the inside by everyone who frequents the building. Make sure to practice opening them.
- Don't stop or go back for anything. Possessions can be replaced. You can't. Remember fire spreads quickly. Get out fast and stay out. Call the fire department as soon as you are safely away from the fire.

## Action Lists for Bomb Threats (7)

### Threat Made By Phone

Do you have phone-threat checklists by all the phones in your building? Do the people in your building know how to take notes about threatening callers during the call? Do you have a plan to search your building for suspicious objects? This is a list of tips for dealing with a threat received over the phone.

- Make at least 5 copies of each of the bomb threat checklists in the back of this manual and keep a set of them by every telephone in your building. Make sure that everyone who answers telephones in your building knows how to use the checklists to record information about the caller if there is a threatening call.
- Remain calm. A calm response may help in getting important information from the caller and it may provide the person making the threat with a 'human face.'
- Do not irritate or insult the caller. They may hang up.
- Try to have a second person listen in on the call. Have a plan to let others know by hand gestures if you are receiving a bomb threat or other threat over the phone.
- Keep the caller on the line for as long as possible. Consider asking the caller to repeat information. The longer the caller is on the line and speaking, the more likely they are to give away information about themselves or the bomb/threat that is helpful for the police.
- Try to remember every word spoken by the caller. Take detailed notes even if there is a recording device installed because equipment failure of the recording device and human error are always a possibility.
- Remember: during a bomb threat, do not use anything that generates radio signals, such as cell phones, cordless phones, walkie-talkies, etc. Remember, anyone in your institution who answers an outside line should know this.

### Things to Ask the Caller:

- If the caller does not tell you on their own, ask the WHEN the bomb will go off and WHERE the bomb is located.
- Tell the caller that the building is occupied and that the bomb could result in death or serious injury for many innocent women and children..
- Pay attention to background noises. Listen for the sound of a motor running, music playing, and any other noise which may provide information about a caller's location.
- Listen closely to the caller's voice and how it sounds. Record that information with your notes.
- REPORT the information immediately to police and then to CAIR-WA.
- The person who received the call and the person in charge of the institution should be ready to be questioned by the police and possibly FBI.

## Mail Bombs

You may want to consider using a postal box, especially if you are a smaller institution and do not want to advertise your location (CAIR-WA uses this strategy). However, if you do receive mail at your location, these are things to look for when you are deciding whether or not a package is a threat.

- Too many stamps
- Misspelled words
- Addressed without using the name of a person, only using general title (e.g., “President” or “Imam”)
- Stiff or bulky outside
- Badly written
- Strange smell
- Lopsided
- Oily stains on wrapping paper
- Wrong title with name
- Visible wires

Note: A mail bomb will not necessarily have any of these signs. Your observations and sense are also important in deciding whether a package is suspicious. Since the most likely person to identify a mail bomb is the person it is addressed to, everyone who might get mail in your institution should have training about what to look for.

**DO NOT HANDLE** a package that you suspect contains a bomb. Evacuate immediately and call the police. Also inform CAIR-WA later of this event.

Evacuation is likely going to be the wisest choice. Although this policy may lead to a loss of time and might cause copycat threats that interrupt operations, given the risk to human life we believe immediate evacuation is by far the safest policy. If you believe that bomb threats are being made only to harass you, and are not serious threats, you can decide whether or not to evacuate. However, it is better to be safe than sorry.

## Car Bombs

Without changing your building structure to have a very strong security program, it is difficult to protect against car bombs. Even so, there are some things that you can look for that will help prevent car bombings. The best defense is to not permit suspicious vehicles around your building. Although it is not possible for most institutions to search every vehicle that enters their property, there are some warning signs that can be seen on the car or the driver without having to do a complete search.

- The person driving the car does not come into the building, but runs or walks away.

- The car is very low to the ground, like there's something heavy inside it.
- The car is parked illegally (or too close) to your building. You should think about not allowing anyone who is not invited to park next to your building. That is not always possible, especially in a city, but you can make a request to the local police. You may also want to put barriers, like a fence, between your building and the street.
- Older cars and rental cars are more likely to be used in bombings. Be suspicious of cars that look abandoned (e.g., they have an inspection sticker from traffic police, they are missing a license plate, their car tabs are expired, etc.).

### Tips for Evacuation

90% of evacuation is whether you have a plan ahead of time. Unless everyone knows where to go and can evacuate quickly and calmly, there will be stampedes, traffic jams and confusion during an actual emergency and many lives could be lost. Holding evacuation drills is crucial. Evacuation plans should cover different emergencies and there should be more than one safe path out of the building.

- Groups should be led by someone familiar with the path outside. That person should look for obstacles and bombs while leading others to safety.
- Safe evacuation distances are different depending on the situation; however, one rule of thumb is if you can see the suspicious device or vehicle, you are too close. It is always better to be farther away than to remain in a possible danger zone.
- It is useful to have a place to bring people once they have left the building, in case the weather is bad. Another facility in your area (a school, hospital, nursing home or a supermarket) may let you make it your destination for evacuation. Some institutions have more than one safe location at different distances from their building (one block, five blocks, 25 blocks). In some areas outside the city, there may not be a large enough building for evacuation and a friendly neighbor's house may be the best place.

You must make sure everyone who works at your institution is trained to follow these evacuation procedures:

- Call 911.
- Notify everyone in the building of the situation and the plan calmly and clearly.
- Evacuate quickly and calmly.
- Be flexible; have different paths out in case of blocked areas.
- There is also a risk from secondary devices (bombs left outside a facility to harm people as they leave). At the very least, try to make sure that everyone has moved far enough away from the building that they avoid such a danger.

There should be a plan for children and other people with special needs so that they are taken care of when everyone leaves the building. Think about making "to go" bags which have items for people who would have a difficult time after evacuating. These could contain food, necessary medication, childcare items, etc.

## Action List for a Hostage Situation (8)

### If You Hear or See a Hostage Situation

- Immediately remove yourself from any danger.
- Immediately call 9-1-1. STAY ON THE LINE UNTIL THE OPERATOR RELEASES YOU.

Be prepared to tell the police the following information:

- Address and room number of the hostage situation.
- Number of possible hostage takers.
- Description and names of hostage takers, if possible.
- Number of possible hostages.
- Any weapons the hostage takers may have.
- Your full name.
- Your location and phone number.

### If You are Taken Hostage

- Remain calm, be polite and cooperate with your captors.
- DO NOT attempt to escape unless there is an extremely good chance of survival. It is safer to obey your captors.
- Speak normally. DO NOT complain, avoid starting fights and follow all orders.
- DO NOT draw attention to yourself with sudden moves, speech, or angry looks.
- Watch the captors and try to memorize their physical traits, voices, clothing, and other details that can help provide a description later.
- Avoid getting into political or ideological discussions with your captors.
- Try to be friendly with the captors and get to know them. Captors are less likely to harm you if they respect you.
- If you are forced to present your captor's demands to anyone, either in writing or as a recording, state clearly that the demands are from your captors. Avoid making a plea for yourself.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

### In a Rescue Situation

- DO NOT RUN. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all the instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a captor or a hostage.
- Even if you are handcuffed and searched, DO NOT resist. The police will likely handcuff everyone just to be on the safe side; an enemy could easily pretend to be a hostage. Just wait for the confusion to clear. You will be taken to a safe area where you can identify yourself.

## Action List for Active Shooter Situations (9)

Active shooter situations are unpredictable and change quickly. Usually, immediate police action is needed to stop the shooting and help the victims. Because active shooter situations are often over within 10 to 15 minutes, before the police can arrive, people must be prepared both mentally and physically to deal with an active shooter situation.

Visit <http://tinyurl.com/ActiveShooterTraining> to watch [an online training video\(10\)](#) by the Houston police force for a visual summary of the information below.

### Ways to Prepare For and Prevent an Active Shooter Situation

- Make sure that your building has at least two evacuation routes.
- Post the evacuation maps in easy to see locations all over your building.
- Include local police during training exercises.
- Encourage police, SWAT teams, K-9 teams, and bomb squads to train for an active shooter scenario at your building.
- Make a respectful environment within your institution.
- Be aware of signs of violence within your institution and take whatever action you can to stop it.

### Signs of Possible Violence

People do not usually just “snap,” but show signs of possibly violent behavior over time. If you recognize these signs, they can often be managed and fixed. Possibly violent behaviors by a person may include one or more of the following (this list is not complete, and is not intended as a foolproof list to identify possible violence):

- Increased use of alcohol and/or illegal drugs.
- Increased absences for no reason; talk of vague physical problems.
- Noticeable decrease in attention to appearance and cleanliness.
- Depression or withdrawal.
- Resistance and overreaction to changes in plan.
- Repeated violations of institution policies.
- Increasingly severe mood swings.
- Noticeably unstable, emotional responses.
- Explosive outbursts of anger or rage without cause.
- Suicidal; comments about “putting things in order”.
- Behavior which is paranoid: “everybody is against me”.
- Increased talk of problems at home.
- Talk of previous acts of violence.
- Empathy with individuals who are violent.
- Increase in random talk of firearms, other weapons and violent crimes.



### Information to Give the 911 Operator

- Location of the active shooter.
- Number of shooters.
- Physical description of shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of people at the location.

The first officers to arrive on the scene will not stop to help injured people. You should expect rescue teams made of other officers and nurses to come after the first officers. These rescue teams will help and remove any injured people. They may also ask able-bodied people to help remove injured people from the building.

Once you are in a safe place, you will likely be held in that area by the police until the situation is stable, and all witnesses have been identified and questioned. Do not leave the safe location until the police say that you can leave.

### In an Active Shooter Situation

Quickly determine the most reasonable way to protect your own life. Remember that people in your institution are likely to follow the lead of those in charge during an active shooter situation. There are three basic options.

#### 1. Evacuate

- If you can get to an escape path, try to evacuate the building.
- Have an escape route and plan in mind.
- Evacuate whether or not others agree to follow.
- Leave your belongings behind.
- Help others escape if possible.
- Stop people from entering a place where the active shooter may be.
- Show your hands to police at all times.
- Follow the instructions of any police officers.
- Do not try to move wounded people.
- CALL 9-1-1 WHEN IT IS SAFE TO DO SO

#### 2. Hide

- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Your hiding place should be out of the active shooter's view.
- Your hiding place should have protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Your hiding place should not trap you.
- Lock the door.

- Block the door with heavy furniture.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.
- Remain calm.
- Dial 9-1-1, if possible, to tell police where the active shooter is.
- If you cannot speak, leave the line open and allow the operator to listen.

### 3. Fight Back against the Active Shooter

- As a last resort, and only when your life is in immediate danger, try to stop the active shooter by:
  - Acting as aggressively and forcefully as possible against the shooter.
  - Throwing items and making anything a weapon.
  - Yelling.

### What Happens When the Police Arrive

The police's purpose is to stop the active shooter as soon as possible. Officers will go straight to the area where the last shots were heard.

- Officers usually arrive in teams of 4.
- Officers may wear regular uniforms or bullet-proof vests, helmets and other equipment.
- Officers may carry rifles, shotguns, or handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands, and may push people to the ground for their safety.

### How to React When the Police Arrive

- Remain calm, and follow instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Raise your hands and spread your fingers.
- Keep your hands visible at all times.
- Do not make quick movements toward officers; do not try to hold on to them for safety.
- Do not point, scream, or yell.
- Do not stop to ask officers for help or directions when you leave the building: move towards the place where officers are entering the building. That place will be secure.

## Action List For Disaster Recovery (11)

### Preparing for a Disaster

It is easier to recover from disasters if you do some work before to prepare for the disaster. Think about:

- Keeping copies of important information at a place outside the building. This could be insurance information, bank records, or records of the people who come to your building. This will be important if the information is stolen or lost in a fire. Make sure that the extra copies are kept up to date.
- Make a list of the serial numbers of expensive items, like computers and printers, and take photographs of the items as well. Keep this information on a disk or computer away from the building so that your insurance company will know exactly what you have lost in a disaster.
- Make sure that your insurance policy works well for your institution's needs. You may need to change it if your institution's situation changes.
- You may want to talk to an attorney about whether you want to give someone the power to legally act for your institution.
- You should have plans worked out to move anyone who may need extra help such as students, patients, or campers.
- Try to copy and keep safe anything that would make your institution stop running if those things were destroyed.

### Review After the Disaster

Once a disaster is over and you have begun to recover, it is important to talk over the entire disaster as soon as possible. You might also want to talk to your attorney if you are worried about possible legal actions against your institution.

- Discuss the entire event, minute by minute, and try to agree on what happened and when. Using this, decide what worked in your safety plan and what did not work. Come up with a new plan to try and cover anything surprising that happened during the disaster.
- Think about how safe your institution is after the disaster. You might want to put in better security after seeing what happens during the disaster.
- Change your safety plan to fit your new threat level.
- Practice and train on the new plan.

## Training Tips

Although it is important to have a safety plan in place, making the plan is only the first step. In order for the plan to be most effective, you and your important stakeholders (such as teachers, imams, volunteers, and regular attendees/visitors) should all have safety training.

Below are some important things to focus on when planning training, but **we strongly urge you to contact your local police and fire department for help with planning safety trainings**. Your fire department should be inspecting your mosque or gathering place every year; if they are not, we urge you to get in contact with your local fire department (phone numbers are at the back of this manual) and find out why. Your local police department will be happy to answer questions about the security of your building and they will work with you to make a working safety plan. The DHS department will also do a security check of your institution if you submit a request to [NICCC@hq.dhs.gov](mailto:NICCC@hq.dhs.gov) and they will be happy to answer questions and provide tips. CAIR-WA will also be holding security trainings for the Muslim community and we would be happy to connect you with your local police department or any other resource that you need.

### The Chain of Command

When you begin to write out your emergency response plan, it is important that there should be a clear chain of command. The people in your institution must know who to look towards when an emergency occurs. Ideally, there should be one person in charge, so that in the middle of a crisis, important decisions can be made without debate, delay, or confusing or contradictory decisions coming from different people. This person should, if at all possible, have some background in law enforcement. They should above all be very level-headed, quick thinking, and calm in an emergency. This position is a great responsibility, and should not be given out simply according to age or popularity, but by merit alone.

This person does not necessarily have to be in charge of all security decisions: they may simply be part of a security committee that together makes all security decisions prior to an emergency. In any case, this person should be very familiar with the emergency response plan and well prepared to act on it in the midst of an emergency. Everyone in your institution should know to listen to this person and do as they say when an emergency happens, in order to keep things flowing as efficiently and quickly as possible.

### Evacuation (for Fire or Bombs)

Have maps made with exit routes clearly drawn on them. When there is a disaster that causes you to evacuate your building, everyone should know how to get outside safely. In training make sure that everyone understands the map, then practice evacuating. Have everyone leave the building quickly and calmly, following the routes planned ahead of time. If the maps cause traffic jams indoors, then redraw them. Make sure that no one is left behind. Practice until everyone knows exactly what to do and can do it quickly and calmly.

### Phone Threats

At the back of this manual, we have included some checklists to use when there is a threat over the phone. These lists will help the police when you report a threat. Make sure that everyone who might answer a phone in your institution understands the checklists and keep copies of them by all the phones. For training, have different members pretend to be a bomber calling and have other members take turns talking to the “bomber” and filling out the checklists. Change the “bomber’s” voice and speech until everyone is comfortable asking the “bomber” for information. Remember, the more information you are able to get, the easier it will be for you to find the bomb and the bomber.

### Looking for a Bomb

In most cases, if there is a bomb threat, the police will not send in a bomb squad until you have actually found a bomb. This means that if someone calls in a bomb threat but does not tell you where the bomb is, you may have to search for it yourself, depending on how serious you think the threat is. It will help you to search if you have a plan drawn up that divides your building into sections and assigns teams of 2 or 3 people to each section.

To train for this, practice by hiding a “bomb” and having your teams search for it. Make sure that your search is done in an orderly way, not randomly. Start by hiding a larger “bomb” in a more easy to find place, then practice hiding smaller and smaller “bombs” in more difficult places until your searchers are completely used to searching and know exactly which areas they need to cover. As searching becomes easier, you will grow faster and more efficient. Remember, bombs do not need to be large to cause significant damage.

### Hostage Situation

The easiest way to practice a hostage situation is to role-play. This is a training where you should get your local police involved; you could ask them to hold trainings for their own members at your building. Let some people be the hostage takers, and arm them with various “weapons.” Write a plan beforehand for the hostage takers to follow: how they will get in, what they will say, what they want, and what rooms they will end up in (possibly locking the door or otherwise blocking themselves in).

Practice remaining calm and quiet while the “hostage takers” are around, even if they are screaming and yelling. Practice staying out of sight, and moving slowly and carefully while the “hostage takers” are around, then either evacuating the building or locking yourself in a room and calling the police when the “hostage takers” are out of sight. Make a map beforehand so that people know how to evacuate, if it is safe, or where they can lock themselves in a room if they cannot get outside. Get used to remaining calm in the face of angry words and gestures.

### Armed Assault/Active Shooter

This is another case where it is best to get the police involved in your training. The police have the resources to hold more realistic active shooter trainings. If they are involved, you will be able to practice

how to respond to a rescue situation. However, if you wish to hold an active shooter training on your own, the steps to practice it are very similar to that of a hostage situation training.

Write a script beforehand for your “shooter” to follow, including his movements through the building. Practice being quiet and calm. Make a plan beforehand so that everyone knows how to either evacuate or which rooms they can safely hide themselves in. If you have a team pretending to be the police, you can also practice rescue situation procedures; dropping to the ground, keeping your hands visible, and keeping calm even if you are handcuffed.

## Applying for a Government Grant

In the past, local and federal government agencies have awarded grants to non-profit organizations, such as mosques or other community institutions, for security and safety purposes. There are many other types of grants as well, some of which you may also consider applying for on behalf of your institution. We encourage you to apply for grants; the money could be invaluable in a time of need.

### What Is a Grant?

A grant is an amount of money that is given out for a specific purpose. People and organizations who want grants usually have to apply for them, in order to make sure that they meet certain standards. Grants are also often competitive, which means that only a certain percentage of people who apply for any given grant will receive any money. *Applying for a grant does not guarantee that you will receive any money.* We encourage you to make a strong effort to apply because not applying definitely guarantees that you will not receive any money.

### Where Do I Find Grants?

The best place to start looking for government grants is at [www.grants.gov](http://www.grants.gov) (12). Grants from almost every different government agency feed into this website, so when you look here you know that you are seeing just about everything that is available. In addition, you can look at past grants to see what type of grants were offered, who they were given to, and how much money was given. In addition, you may ask the Department of Homeland Security’s Center for Faith-Based and Neighborhood Partnerships for more information about grant opportunities. They can be reached at (202) 646-3487 or emailed at [infofbci@dhs.gov](mailto:infofbci@dhs.gov). More information about grants for nonprofits is found at [www.nonprofitexpert.com](http://www.nonprofitexpert.com).

### Am I Eligible to Apply for Grants?

There are many grants that are available for non-profit organizations, specifically for organizations that have 501(c)3 status. Religious institutions, like mosques, and community service organizations should be registered with the Internal Revenue Service (IRS) as 501(c)3 organizations. The IRS’s website, [www.irs.gov](http://www.irs.gov), has all the forms and instructions that you will need to register as a 501(c)3. Their manual, “Publication 4220; *Applying for 501(c)3 Tax-Exempt Status*” is located at <http://www.irs.gov/pub/irs->

[pdf/p4220.pdf](#). In addition, more information about tax law for religious organizations is located at <http://www.irs.gov/Charities-&-Non-Profits/Churches-&-Religious-Organizations> (13). Once your mosque is registered as a 501(c)3, you can register with grants.gov in order to apply for any grants that are for US non-profit organizations.

#### What Types of Grants Should I Apply For?

There are many types of grants out there, for everything from community outreach to natural disaster relief. There are also grants that are for helping non-profit organizations update their physical security. One grant has been offered every year for the years 2009-2012, and while it is not yet available for the next year, it is worth keeping an eye on. When you search for it on grants.gov, note that its name has changed over the years but it has a unique CFDA number, 97.008, that you can use to search for it. In 2012, the grant was called the Urban Areas Security Initiative (UASI) Nonprofit Security Grant Program (NGSP) and it is designed for non-profit organizations that believe they may be threatened or attacked.

## Local Agency Contact Information

#### DHS National Infrastructure Coordinating Center (NICC)

Protective Security Advisors (PSA)	(202) 282-9201	NICC@hq.dhs.gov
Center for Faith-Based Partnerships	(202) 646-3487	infofbc@dhs.gov

#### CAIR-WA Information:

Seattle Office	(206) 367-4081	info@cairseattle.org
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#### City Police Department Non-Emergency Telephone Numbers and Email (When Available)

#### Always call 9-1-1 in an emergency

Please note that many police departments do not have general emails. However, many of them do have electronic forms on their website for submitting questions, comments, or complaints.

Arlington	(360) 403-3400	police@arlingtonwa.gov
Auburn	(253) 931-3080	
Bainbridge Island	(206) 842-5211	policedept@bainbridgewa.gov
Bellevue	(425) 425-6917	records@bellevuewa.gov



Bellingham	(360) 778-8804	
Blaine	(360) 332-6769	pdrecords@cityofblaine.com
Bothell	(425) 486-1254	
Brier	(425) 775-5452	
Burien Dispatch:	(206) 296-3311	
Camas	(360) 834-4151	police@cityofcamas.us
Covington	(206) 296-3311	
Des Moines	(206) 878-3301	police@desmoineswa.gov
Edmonds	(425) 771-0200	
Everett	(425) 257-8400	police@ci.everett.wa.us
Federal Way	(253) 835-6700	
Ferndale	(360) 384-3390	contact@ferndalepd.org
Fife	(253) 922-6633	
Fircrest	(253) 565-1198	email@cityoffircrest.net
Gig Harbor	(253) 851-2236	
Hunts Point	(425) 454-1332	
Issaquah	(425) 837-3200	ipd@ci.issaquah.wa.us
Kennewick	(509) 585-4208	
Kirkland	(425) 587-3400	police@kirklandwa.gov
Lacey	(360) 704-2740	
Lake Forest Park	(206) 364-8216	
Lakewood	(253) 830-5000	policefrontdesk@cityoflakewood.us
Longview	(360) 442-5800	
Lynnwood	(425) 670-5600	
Maple Valley	(425) 413-5158	policeinfo@maplevalleywa.gov
Marysville	(360) 363-8300	
Medina	(425) 454-1332	
Mercer Island	(206) 275-7610	
Mill Creek	(425) 745-6175	policerecords@cityofmillcreek.com
Monroe	(360) 794-6300	pdrecords@ci.monroe.wa.us
Mountlake Terrace	(425) 670-8260	mltpd@ci.mlt.wa.us
Mount Vernon	(360) 336-6271	mvpolice@ci.mount-vernon.wa.us
Newcastle	(206) 296-3311	
Normandy Park	(206) 248-7600	
Olympia	(360) 753-8300	
Pasco	(509) 545-3481	
Pullman	(509) 334-0802	records@pullman-wa.gov
Puyallup	(253) 841-5415	policerecords@ci.puyallup.wa.us
Redmond	(425) 556-2500	police@redmond.gov
Renton	(425) 430-7500	
Richland	(509) 942-7340	rpdrecords@ci.richland.wa.us

Sammamish	(425) 295-0770	
Seattle	(206) 625-5011	
SeaTac	(206) 973-4900	
Shoreline	(206) 801-2710	
Snohomish	(360) 568-0888	snoadmin@ci.snohomish.wa.us
Snoqualmie	(425) 888-3333	
Spokane	(509) 477-5980	
Spokane Valley	(509) 477-3300	SpokaneValleyPolice@SpokaneCounty.org
Steilacoom	(253) 581-0110	
Tacoma	(253) 798-4721	
Tukwila	(206) 433-1808	police@tukwilawa.gov
University Place	(253) 798-4058	
Vancouver	(360) 487-7400	
Walla Walla	(509) 527-4434	
West Richland	(509) 967-3425	
Woodinville	(425) 877-2279	
Yakima	(509) 575-6200	ypd@ci.yakima.wa.us

City Fire Department Non-Emergency Telephone Numbers and Email (When Available).

**Always call 9-1-1 in an emergency**

**Please note** that some smaller cities contract their fire services with a separate city. This means that your local fire station is not always actually in your city.

Arlington	(360) 403-3600	firedepartment@arlingtonwa.gov
Auburn	(253) 288-5800	asktheVRFA@vrfa.org
Bainbridge Island	(206) 842-7686	
Bellevue	(425) 452-6892	
Bellingham	(360) 778-8400	fire@cob.org
Blaine	(360) 318-9933	info@nwfrs.net
Bothell	(425) 489-3364	
Brier	(425) 775-5440	
Burien	(206) 242-2040	info@burienfire.org
Camas	(360) 834-2262	
Covington	(253) 852-2121	
Des Moines	(253) 839-6234	info@southkingfire.org
Edmonds	(425) 551-1200	
Everett	(425) 257-8100	fire@ci.everett.wa.us
Federal Way	(253) 839-6234	info@southkingfire.org

Ferndale	(360) 384-0303	ADMIN@wcfcd7.org
Fife	(253) 591-5740	
Fircrest	(253) 591-5740	
Gig Harbor	(253) 851-3111	
Hunts Point	(425) 452-6892	
Issaquah	(425) 392-3433	
Kennewick	(509) 737-0911	fireinfo@ci.kennewick.wa.us
Kent	(253) 852-2121	
Kirkland	(425) 587-3650	
Lacey	(360) 491-2410	info@laceyfire.com
Lake Forest Park	(425) 354-1780	
Lakewood	(253) 564-1623	communications@westpierce.org
Longview	(360) 442-5503	
Lynnwood	(425) 670-5300	FireDepartment@ci.lynnwood.wa.us
Maple Valley	(425) 432-0200	
Marysville	(360) 363-8500	fire@marysvillewa.gov
Medina	(425) 452-6892	
Mercer Island	(206) 275-7607	mi_fire@mercergov.org
Mill Creek	(425) 486-1217	admin@firedistrict7.com
Monroe	(360) 794-7666	
Mountlake Terrace	(425) 551-1200	
Mount Vernon	(360) 336-6277	
Newcastle	(425) 452-6995	
Normandy Park	(206) 242-2040	info@burienfire.org
Olympia	(360) 753-8348	fire@ci.olympia.wa.us
Pasco	(509) 545-3426	
Pullman	(509) 332-8172	
Puyallup	(253) 538-6400	
Redmond	(425) 556-2226	
Renton	(425) 430-7000	
Richland	(509) 737-0911	
Sammamish	(425) 313-3200	
Seattle	(206) 386-1400	
SeaTac	(206) 372-1300	
Shoreline	(206) 533-6500	
Snohomish	(360) 568-2141	
Snoqualmie	(425) 888-1551	firechief@ci.snoqualmie.wa.us
Spokane	(509) 625-7125	
Spokane Valley	(509) 928-1700	
Steilacoom	(253) 581-0110	
Tacoma	(253) 591-5737	

Tukwila	(206) 575-4404	tukwilafire@tukwilawa.gov
University Place	(253) 564-1623	communications@westpierce.org
Vancouver	(360) 487-7212	vanfmo@cityofvancouver.us
Walla Walla	(509) 527-4429	
West Richland	(509) 967-2945	
Woodinville	(425) 483-2131	
Yakima	(509) 575-6060	

County Sheriff Non-Emergency Telephone Numbers and Email.

Benton	(509) 735-6555	sheriff@co.benton.wa.us
Clark	(360) 397-2211	sheriff@clark.wa.gov
Cowlitz	(360) 577-3090	sheriff@co.cowlitz.wa.us
King	(206) 296-3311	sheriff@kingcounty.gov
Kitsap	(360) 337-7101	jmcdonou@co.kitsap.wa.us
Pierce	(253) 798-4721	pcsheriff@co.pierce.wa.us
Skagit	(360) 428-3211	sheriff@co.skagit.wa.us
Snohomish	(425) 388-3393	david.coleman@snoco.org
Thurston	(360) 704-2740	sheriff@co.thurston.wa.us
Walla Walla	(509) 524-5400	sheriff@co.walla-walla.wa.us
Whatcom	(360) 676-6650	belfo@co.whatcom.wa.us
Whitman	(509) 397-6266	sheriff@co.whitman.wa.us
Yakima	(509) 574-2500	<a href="mailto:sheriff@co.yakima.wa.us">sheriff@co.yakima.wa.us</a>

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CAIR-WA would like to thank the following organizations for allowing us to use content from their websites and manuals and for their invaluable advice.

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ASIS International; <http://www.asisonline.org/>

ASIS Tampa Bay, Chapter 30; <http://www.asistampabay.org/>

The Department of Homeland Security; <http://www.dhs.gov/>

The Federal Bureau of Investigation; <http://www.fbi.gov/>

Grants.gov; <http://www.grants.gov/>

The Internal Revenue Service; <http://www.irs.gov/>

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The Seattle Fire Department; <http://www.seattle.gov/fire/>

The Seattle Police Department; <http://www.seattle.gov/Police/>

Seattle Public Utilities; <http://www.seattle.gov/util/>

Siena Heights University Department of Public Security; <http://www.sienaheights.edu/>

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## Phone Threat Checklists 1 & 2<sup>(13)</sup>

We recommend that you scan and print out at least five (5) copies of each of these threat worksheets for every telephone in your building. Make sure that everyone who might answer the phone in your building knows to use these worksheets if a threat (bomb related or otherwise) should come in. This information will help the police to find the person who made the threat.



DENVER POLICE DEPARTMENT  
**THREAT CALL CHECKLIST**

## ASK:

**1. WHEN?** (will the attack happen/bomb go off)

**2. WHERE?** (will the attack happen/bomb be placed)

**3. WHAT?** (type of attack will it be)

**4. WHAT?** (type of weapon/explosive will it be)

**5. WHY?** (are you doing this)

**6. WHO?** (are you/do you represent)

## THREAT CALL CHECKLIST\*

DATE \_\_\_\_\_ TIME OF CALL \_\_\_\_\_

CALL RECEIVED BY: \_\_\_\_\_ OFFICE: (    ) \_\_\_\_\_ EXT: \_\_\_\_\_

EXACT LANGUAGE OF THE THREAT: \_\_\_\_\_

\_\_\_\_\_

VOICE ON PHONE (Check as applicable):

MALE     FEMALE     ADULT     CHILD    ESTIMATED AGE \_\_\_\_\_

SPEECH:     SLOW     RAPID     NORMAL     EXCITED     LOUD     FOUL

BROKEN     SINCERE     ACCENT     INTOXICATED     IMPEDIMENT

SOFT/HIGH PITCHED     DEEP     CALM     ANGRY     RATIONAL

BACKGROUND NOISES: \_\_\_\_\_

\_\_\_\_\_

MUSIC     TALKING     LAUGHING     BARROOM     TYPING MACHINES

TRAFFIC     AIRPLANES     FACTORY     TRAINS     QUIET     OTHER

NOTIFY: \_\_\_\_\_

SUPERVISORY OR COMMAND OFFICER

ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*MAKE A THREAT OFFENSE REPORT AND ATTACH THIS CHECKLIST

Erin Peña is a Government Affairs Intern with CAIR-WA. She is a senior at the University of Washington and is planning to graduate this coming Spring with a Bachelor's in International Studies - Foreign Policy, Diplomacy, Peace & Security. After graduation, she plans on joining the Peace Corps, followed by graduate school and a career in the Foreign Service.

Erin is involved in the Dream Project at the UW, helping low-income high school students to apply for college or other vocational training. Before entering university, she was heavily involved in the Girl Scouts, especially in teaching younger girls.



Danny H. Smith is a former full-time Summer Government Affairs Intern at CAIR-WA. He received a BA in in political science from Brigham Young University in August, 2011. He is currently a graduate student at the Evans School of Public Affairs at the University of Washington, pursuing a Masters in Public Affairs degree. His main area of study is US foreign policy, specifically toward the Middle East.

Danny hopes to work for the US State Department as a diplomat. He spent two years on a service and proselytizing mission for the LDS church in Samoa from 2006-2008. He also spent two months on a study abroad in China in 2011 studying at the Foreign Affairs University in Beijing.



Ricky William Spruel is a former Government Affairs Intern at CAIR-WA. Ricky is a small business owner, and provides fire protection services to restaurants in Western Washington. He has also done human rights related work for the Catholic Church through the University of Washington.

Ricky graduated from the University of Washington in the spring of 2012 with a Bachelor's degree in Interdisciplinary Arts and Sciences in Politics, Philosophy, and Economics with a minor in Human Rights. He takes a particular interest in policy and law, and follows state and federal civil cases.



Contact information of agencies in this document was compiled by CAIR-WA Volunteer Activists David McDougall, Laura Helderop and Lemya Ahmad. Cover illustration was designed by CAIR-WA Graphic Design Intern Emily Marriott. Additional design by Mak Zuljevic.

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Respond to action alerts

## DONATE YOUR MONEY

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Complete an internship [www.cairseattle.org/intern-center](http://www.cairseattle.org/intern-center)

## MAILING ADDRESS

9594 First Avenue NE Suite 272  
Seattle, WA 98115

## OFFICE LOCATION

Seattle's historic International District

## CONTACT US

(206) 367-4081  
[info@cairseattle.org](mailto:info@cairseattle.org)  
[www.cairseattle.org](http://www.cairseattle.org)

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