



# SAFEGUARD MATERIALS ORDER FORM

**IMPORTANT:** If you are filling this form out to send-out materials or deliver materials in-hand to another entity please record your information in section **A**. Complete section **B** with the information of the entity you are providing materials for. Only complete section **B** if you are the entity requesting materials. **Section: A - NAME:** \_\_\_\_\_ **AGENCY/OFFICE:** \_\_\_\_\_

<b>Section: B CONTACT INFORMATION FOR ENTITY THAT MATERIALS WILL BE DELIVERED TO</b>			
<b>NAME:</b>	<b>DATE:</b>	<b>COUNTY:</b>	<b>ILO?: ( YES // NO )</b>
<b>PRIMARY AGENCY/TROOP:</b>		<b>TYPE OF AGENCY (LE, EM ETC.):</b>	
<b>E-MAIL ADDRESS:</b>			
<b>STREET:</b>			
<b>CITY:</b>		<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE: ( )</b>		<b>(OCT STAFF ONLY ANSWER) - Materials ship/sent from: ALB ( Y // N ) RCH ( Y // N )</b>	

QUANTITY OF MATERIALS REQUESTED	
SAFEGUARD NEW YORK BROCHURE	SAFEGUARD WINDOW CLING (8"X6")
SAFEGUARD FIRE & EMS BROCHURE	SAFEGUARD BUMPER STICKER
SAFEGUARD MARITIME BROCHURE	SAFEGUARD MAGNET
SAFEGUARD MASS TRANSIT BROCHURE	SAFEGUARD WALLET CARD
SAFEGUARD AVIATION BROCHURE	SAFEGUARD PENS
SAFEGUARD VEHICLE VISOR PLACARD (6"x11")	RUN, HIDE, FIGHT MAGENTS (DHSES/LE Only)
SUSPICIOUS ACTIVITY REPORTING INFO CARDS	RUN, HIDE, FIGHT WALLET CARDS (DHSES/LE Only)

ALL ORDERS FOR SAFEGUARD MATERIALS MUST BE COMPLETED THROUGH THE USE OF THIS FORM AND RETURNED VIA EMAIL TO DHSES: OFFICE OF COUNTER TERRORISM. Please expect 5-10 days for delivery. EMAIL: [SafeguardNY@dhSES.ny.gov](mailto:SafeguardNY@dhSES.ny.gov)

## SAFEGUARD BROCHURE



## SAFEGUARD MAGNET



## RUN, HIDE, FIGHT MAGNET



## SAFEGUARD WALLET CARD



## SAFEGUARD BUMPER STICKER



## VEHICLE VISOR PLACARD (FRONT & BACK)

**BE OBSERVANT**

**IF YOU OBSERVE SUSPICIOUS ACTIVITY**

- DO NOT take direct action.
- DO NOT confront the individual.
- DO NOT reveal your suspicions.
- DO record as many details as possible.
- DO notify appropriate authorities as soon as possible.
- WHY is it suspicious?

**DESCRIBING SUSPICIOUS BEHAVIOR**

- WHO did you observe?
- WHAT did you see? (Be specific.)
- WHERE did you see it?
- WHY is it suspicious?

**PROVIDING A DESCRIPTION**

- PERSON: Sex, race, age, height, weight, build, hair color, eye color, etc.
- VEHICLE: License plate number, make, model, color, damage, markings, etc.

**REPORT SUSPICIOUS ACTIVITY TO THE NYSIC 1-866-SAFE-NYS (1-866-723-3697)**

**DOWNLOAD 'SEE SEND' APP**

**INDICATORS OF TERRORISM**

**Surveillance:** Individuals recording, watching, photographing activities, especially near critical infrastructure.

**Information Gathering:** Seeking information about manpower and staffing, facility specific information, response protocols and security without an obvious need to know.

**Tests of Security:** Brinkmanship or attempted intrusions as a test; may include numerous or unexplained false alarms, and/or individuals in secure areas claiming to be lost.

**Acquiring Supplies:** Purchase, theft, loss, or stockpiling of supplies needed for an attack; may include explosives, weapons, chemical products, computers, blueprints, maps, false identification cards, security plans, training materials, etc.

**Suspicious Personnel:** Persons who do not belong, exhibiting unusual behaviors or unauthorized possession of fire responder uniforms, credentials, or identification equipped vehicles.

**Suspicious Objects:** Unattended or abandoned packages, backpacks, containers, vehicles, etc., especially items which appear to be hidden, heavy, metallic, unusual odors, stains or leakage, or unusual weight/distribution.

**Drive-By/Run-Down:** Individuals practicing for a drive attack, to determine timing and escape routes.

**Deploying Assets:** Positioning equipment and/or personnel in preparation for an attack.

**Recruitment Activities:** Attempts to engage participants in illicit activities, could include terrorist websites and social networking sites, Facebook, tags, or gatherings which are intended to influence people's beliefs and incite violent actions.

**Terrorism Funding:** Suspicious transactions involving large cash payments, deposits, withdrawals, or transfers of money; bulk cash smuggling; suspected financial fraud; sale of counterfeit goods, or misleading charities.

\* The presence of any or more indicators does not necessarily mean an attack is imminently imminent, but should be considered in the context of which a threat and/or report was received.

**Report any suspicious activity to the NYSIC at 1-866-SAFE-NYS or submit on your smart phone via the 'SEE SEND' app**

## SUSPICIOUS ACTIVITY REPORTING CARD (SAR CARD)

**GUIDE FOR SUSPICIOUS ACTIVITY REPORTING**

**SEE SOMETHING SAY SOMETHING**

**1-866-SAFE-NYS**

**In the section below please record the suspicious activity that you have witnessed in a true and accurate manner. Once the information is received, use section II as a script to report the activity to the Terrorism Tips Line (1-866-723-3697).**

Details of Incident(When & Where?): \_\_\_\_\_

Observed Behavior (What Happened?): \_\_\_\_\_

Items Purchased or Inquired about: \_\_\_\_\_

Physical Features (age, height, hair color, etc.): \_\_\_\_\_ Gender: \_\_\_\_\_

Vehicle Information - Color: \_\_\_\_\_ Make: \_\_\_\_\_ Unique Feature/Plate#: \_\_\_\_\_

Contact the New York State Terrorism Tips Line (1-866-723-3697) with the information you have recorded above.

"My name is (First, Last Name) and I work at (Work Location), in (City/Town/Village). Recently our business was visited by a Law Enforcement Officer who provided us with information about suspicious activity and how to report it. Today (Time), while I was working I witnessed a suspicious individual at my business who was (read details recorded above). When you are ready I have also recorded extra information about the individual that I would also like to include in the report..."

NOTE: If you feel you are in imminent danger or in any emergency, call 911.

## RUN, HIDE, FIGHT WALLET CARDS



**How to Respond During an Active Shooter Situation**

There are 3 main actions to help you survive an active shooter

- RUN:** Create distance between YOU and the shooter. Do not take belongings with you, just get out. Run, walk, crawl - whatever is necessary - to the closest safe area.
- HIDE:** Hiding gives TIME for law enforcement to arrive. Cover and conceal! Cover is something that not only conceals your location, but could potentially stop a bullet. Make sure you cannot be seen, block the entrance, and lock the door.
- FIGHT:** This is a last resort and ONLY if your life is in immediate danger. Do anything and everything ready to hit or throw at the shooter. Act with all your might and with all you've got.

**When Law Enforcement Arrives**

- Remember law enforcement will help injured victims until the threat is neutralized.
- Follow instructions and keep hands visible at all times.
- Remain calm: DO NOT point, scream, or yell.
- DO NOT stop and/or ask for help unless instructed to do so by law enforcement.

To view an informative video on active shooter survival, 480 Seconds, visit [dhSES.ny.gov/oct](http://dhSES.ny.gov/oct)

For additional information from our partners on active shooter survival, visit the DHS events at [www.dhs.gov/active-shooter-preparedness](http://www.dhs.gov/active-shooter-preparedness)

**Homeland Security and Emergency Services**

[www.dhSES.ny.gov](http://www.dhSES.ny.gov)

## TERRORISM TIPS LINE PENS



## WINDOW CLINGS



