



POLICY/PROCEDURE NUMBER: 07-S.O.-013

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SUBJECT: TERRORISM RESPONSE

EFFECTIVE DATE: December 18, 2019

REVIEW DATE: December 18, 2020

AMENDS/SUPERSEDES: Standard Operating Procedure Number 200-29 (Bio-Terrorism Policy) dated October 26, 2001; Procedural Directive Number 2003-004 (Homeland Security – Procedures for Severe Threat Alert – Homeland Security Advisory System) dated March 13, 2003, November 8, 2007 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version; January 7, 2015 version.

IACLEA STANDARDS: 9.1.6, 17.1.2, 17.2.1, 17.2.2

CSU POLICE SYSTEMWIDE POLICY – NO

APPROVED: Gregory L. Murphy, Chief of Police

I. PURPOSE

The purpose of this policy is to provide guidelines for responding to acts of terrorism within the campus community. In most cases, the situation may not be immediately recognized as an act of terrorism until long after the event has occurred. Thus, the type of police response will depend upon the information known about the situation and threat(s), the number of injuries, the structure or area involved, and the availability of additional resources.

II. POLICY

It is the policy of the California State University, Northridge Department of Police Services to provide personnel that are designated as first responders with appropriate training, equipment, and guidelines for safely responding to acts of terrorism. The California State University, Northridge Department of Police Services uses the principles of the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS) as outlined in the National Incident Management System (NIMS) in response to all incidents and at pre-planned events.

III. DEFINITIONS

A. Biological or Biologic Warfare Agent: Includes weaponized pathogens, such as bacteria, viruses, rickettsia, yeasts, fungi, or genetically engineered pathogens, toxins, vectors, and endogenous biological regulators (EBRs).

- B. Chemical Warfare Agent: Includes, but is not limited to, the following weaponized agents, or an analog of these agents: nerve agents, including tabun (GA), sarin (GB), soman (GD), cyclosarin (GF), and (VX); choking agents, including phosgene (CG) and diphosgene (DP); blood agents, including hydrogen cyanide (AC), cyanogen chloride (CK), and arsine (SA); blister agents, including mustards (H, HD) sulfur mustard, HN-1, HN-2, HN-3, nitrogen mustard, arsenicals, such as lewisite (L), urticants, such as CX, and incapacitating agents, such as BZ.
- C. Emergency Alert System (EAS): The United States federal warning system for alerting the public to emergencies. The Emergency Alert System is a digital upgrade to the old Emergency Broadcasting System.
- D. First Responder: As defined in Homeland Security Presidential Directive/HSPD-8, the term refers to those individuals who, in the early stages of an incident, are responsible for the protection and preservation of life, property and evidence, and the environment, including emergency response providers as defined in Section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) that provide immediate support services during prevention, response, and recovery operations. . All personnel in the Department of Police Services are emergency responders and will be provided with CERT (Community Emergency Response Team) kits which are located in the B3 structure Public Safety storage facility.
- E. Improvised Explosive Device (IED): As defined by the United States Department of Defense, a device placed or fabricated in an improvised manner incorporating destructive, lethal, noxious, pyrotechnic, or incendiary chemicals and designed to destroy, incapacitate, harass, or distract. It may incorporate military stores, but is normally devised from nonmilitary components.
- F. Incident Command System (ICS): A standardized, on-scene, all-hazards incident emergency management system specifically designed to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.
- G. Multi-Agency Coordination Systems (MACS): A combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities.
- H. National Incident Management System (NIMS): A comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines, to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
- I. National Terrorism Advisory System (NTAS): The Department of Homeland Security NTAS replaces the color-coded Homeland Security Advisory System (HSAS). This system more effectively communicates information about terrorist threats by providing timely, detailed information (referred to as alerts) to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. NTAS alerts include the following: Imminent Alert or Elevated Threat Alert of which individual threat alerts contain a sunset provision indicating a specific date when the alert expires.

NTAS Alerts will only be issued when credible information is available. These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat. The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels. See the official DHS NTAS webpage found at <http://dhs.gov/alerts> for further details.

- J. Nuclear and/or Radiological Device: Any improvised nuclear device (IND) to include explosive devices designed to cause a nuclear yield; any radiological dispersal device (RDD), also known as a “dirty bomb”, i.e., an explosive device utilized to spread radioactive material; or a simple radiological dispersal device (SRDD), i.e., any act or container designed to release radiological material as a weapon without an explosion.
- K. Personal Protective Equipment (PPE): Includes specialized clothing or equipment worn or used by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.
- L. Secondary Device: A device, usually explosive, that is intended to harm first responders arriving at the scene of a terrorist act.
- M. Terrorism: As defined by United States Code Title 22, Section 2656f(d), United States Department of Justice, and Federal Bureau of Investigation, must include the following elements:
 1. constitutes a criminal act;
 2. involves violence against civilians; and
 3. is carried out in order to further political or social objectives.
- N. Weapon of Mass Destruction (WMD): As defined by United States Code Title 18, Section 921 - Any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors, or radiation at any level dangerous to human life; any explosive, incendiary or poison gas, including: bomb, grenade, rocket having propellant charge greater than $\frac{3}{4}$ ounce, mine, or devices similar to those described in the preceding clauses.

As defined by California Penal Code Section 11417 - Includes chemical warfare agents, weaponized biological or biologic warfare agents, restricted biological agents, nuclear agents, radiological agents, or the intentional release of industrial agents as a weapon, or an aircraft, vessel, or vehicle, as described in Section 34500 of the California Vehicle Code, which is used as a destructive weapon.

IV. PROCEDURES

- A. First Responder Training

All first responders employed by the CSUN Department of Police Services shall receive training to meet all federal, state, and university requirements as listed in the Department training policy (04-T.C.-001). Training subjects include, but are not limited to:

1. Terrorism
2. Introduction to the Standardized Emergency Management System (SEMS)
3. Introduction to the Incident Command System (ICS-100)
4. National Incident Management System (IS-700)
5. Cardiopulmonary Resuscitation
6. First Aid
7. Personal Protective Equipment for CBRNE Response
8. Hazardous and CBRNE Material Incidents

B. National Terrorism Advisory System

In the event of a terrorist attack, or the threat or likelihood of an attack, NTAS Alerts from the Department of Homeland Security (DHS) will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:

- Via the official DHS NTAS webpage – <http://www.dhs.gov/alerts>
- Via email signup at – <http://www.dhs.gov/alerts>
- Via the following social media outlets –
 - Facebook – <http://facebook.com/NTASAlerts>
 - Twitter – <http://www.twitter.com/NTASAlerts>
- Via data feeds, web widgets and graphics at <http://www.dhs.gov/alerts>

The public can also expect to see alerts in places, both public and private, such as transit hubs, airports and government buildings. The on-duty dispatcher shall monitor the DHS NTAS webpage noted above for threat notifications involving the geographic area(s) that include the campus and surrounding community. Alerts may also be monitored via the social media outlets noted above. If the NTAS is activated, the on-duty dispatcher shall continuously monitor the DHS data feed outlets relaying any pertinent information to field personnel and command staff.

1. Procedures for an “Elevated Threat Alert”

- a. Periodically park and walk through Sequoia Hall, particularly in the area of the campus computing/data center.
- b. Pay increased attention to the perimeter security of the Oviatt Library and conduct foot patrols more frequently than normal, if possible.
- c. Additional patrols should be made of the hazardous chemical storage rooms in the science buildings, i.e., Live Oak Hall, Eucalyptus Hall, Citrus Hall, and Magnolia Hall.
- d. Extra checks should be made of the hazardous waste containment area and radioactive substance containment areas in the Environmental Health, Safety and Risk Management storage yard (behind the PPM building).

- e. Dispatchers are directed to be particularly sensitive and responsive to any calls within the community from individuals wishing to report “suspicious persons or activity”. While there may be some overreaction during this period, all reports shall be taken seriously and dispatched to police personnel.

2. Additional Patrol Procedures to be enacted in the event of an “Imminent Threat Alert”

- a. All bollards restricting vehicular access to the campus core are to be immediately put in place. In the event that a bollard cannot be secured, PPM is to be immediately notified and requested to make any necessary “emergency repairs” to allow the bollard to be locked into place.
- b. Spot checks are to be made by officers and documented by dispatch of any air intake vents to campus buildings that are below the fourth floor level. Officers are to be observant of any suspicious activity occurring around these intakes, or any indication that an intake has been tampered with or breached. Supervisory staff has a book with photos of campus buildings and air intake locations that will be provided to officers making checks.
- c. Random patrol checks are to be made of the telecommunications hub (main distribution frame) in the brick building adjacent to Jacaranda Hall. Any police responses to the building alarm system shall be followed by a check of the interior of the building if it is not readily clear as to why the alarm was sounding.
- d. The loading dock entry door adjacent to the hazardous chemical storage room in Eucalyptus Hall is to be immediately secured and maintained secure unless there are authorized deliveries taking place.
- e. All large delivery trucks on the campus are to be observed and potentially spot-checked. If the truck driver is with the vehicle, officers are to inquire as to the vehicle’s destination and purpose. Any other reasonable questions that would help an officer ascertain whether or not the truck belongs on the campus may be asked. If the driver appears suspicious, a more in-depth inquiry should take place and permission for a consent search should ensue. Trucks that are parked and have no driver are to be identified and an attempt made to locate the driver within a reasonably short period of time. If a driver cannot be located, officers should visually inspect the interior of the vehicle (as best as can be seen from the exterior) and should also visually inspect the undercarriage of the vehicle. Undercarriage inspections on consent searches are also appropriate.
- f. Any spontaneous demonstrations that take place on the campus are to be closely monitored from a respectful distance. Supervisors shall assign an officer to this specific duty until such time as the crowd has dispersed.
- g. Random inspections of Citrus Hall Room 3316 (containing the howitzer) are to be made to ensure that security has not been breached. This shall consist of an exterior check only, unless there is reason to suspect a security breach.

- h. The California State University, Northridge ROTC offices are to be periodically checked.
- i. All access points to accessible campus building rooftops should be checked to ensure that they are secure. Periodic rooftop scanning should be accomplished from the Sierra Tower rooftop.
- j. Officers should periodically communicate with the director of the campus Children's Center and walk the perimeter of the building.
- k. In the event of a red alert condition, all leave requests will be cancelled and officers shall be expected to be prepared for schedule adjustments designed to maximize daily manpower availability. Shift supervisors shall notify the Chief of Police and their appropriate Patrol Operations Commander or their designee in requesting and/or determining the need for additional assistance and resources.

C. The Terrorist Threat

Weapons of mass destruction are generally referred to as chemical, biological, radiological/nuclear, or explosive (CBRNE) weapons. However, it should be noted that any combination of weapons may be used during a terrorist attack, including assault by suspects armed with firearms.

1. First Responder and Supervisory Initial Response (ICS, NIMS, SEMS Protocols)
 - a. Respond to the scene and conduct a situational assessment.
 - b. Notify the appropriate Patrol Operations Commander or their designee and then the Chief of Police.
 - c. Establish the incident command post (and placement of orange cones) and serve as Incident Commander until relieved by a command level officer; continuing to build out a formal command post and a formal chain of command for responding personnel following standard Incident Command System (ICS) protocols. For specific ICS protocols in activating the command, operations, planning, logistics, and finance/administration functions associated with such an incident, see Department policy #08-S.O.-019 (Unusual Occurrence: All Hazard Plan).
 - i. Select a secure and accessible location out of the hot and warm threat zones.
 - ii. Notify communications of the location and ensure responding units and agencies receive the information.
 - iii. Request additional personnel and/or equipment (i.e., Emergency Operations Command trailer, specialized surveillance and incident management equipment - LAPD) as required.
 - iv. Provide communications with command protocol and keep them advised of changes either by cellular telephone (confidential information) or radio.
 - v. When ICS protocol is implemented, document all personnel and equipment utilized, to include mutual aid departments and their respective equipment.

- vi. See following sections for additional responsibilities/protocols when dealing with Chemical, Biological, Nuclear/Radiological, Explosive/Incendiary, and Firearm/Active Shooter attacks.

2. Chemical Attack

Chemical weapons include nerve agents, blister agents, blood agents, choking agents, incapacitating agents, or any toxic industrial chemical (TIC) utilized as a weapon. They are generally liquids, often aerosolized, and most have immediate effects. Many have a unique odor and color.

Response

In incidents involving suspected release of chemical agents, first responding units must immediately take steps to protect themselves. Shift supervisors shall notify the Chief of Police and contact the appropriate Patrol Operations Commander or their designee in requesting and/or determining the need for additional assistance and resources.

- a. If within a suspected contaminated area, personnel should move out of the affected area as soon as possible and utilize their issued respirator mask and other personal protective equipment.
- b. Establish an initial containment. The outside perimeter of this containment shall be outside the suspected hazardous/contaminated area. Once the fire department and/or hazardous materials team arrive, this containment area may increase or decrease and the hot, warm, and cold zones will be established.
- c. Isolate for 660 feet minimum in all directions. This distance meets or exceeds guidelines in the Emergency Response Guidebook (ERG) for toxic inhalation hazards, chemical weapons, and radiological sources.
- d. Wind direction and weather conditions need to be taken into consideration when determining the size of the containment. If a shelter-in-place is necessary, sworn personnel shall direct people to seek shelter inside a building, close all doors and windows, and shut off all ventilation, heating, and cooling systems. From a safe vantage point, reassure victims that assistance is on the way.
- e. Deny entry into the contaminated area and wait for properly trained and equipped resources.
- f. Protect against secondary devices/attacks.
- g. Provide as much of the following information as practical to dispatch:
 - Exact location
 - Observed chemical attack indicators
 - Wind direction/weather conditions

- Plume direction
- Number of victims
- Types of injuries
- Safe access routes
- Command post location
- Staging area
- Containment posts (crime scene)
- Traffic control points

Personnel shall not act contrary to recommendations/determinations made by on-scene fire department personnel.

3. Biological Attack

Biological weapons include pathogens such as bacteria, viruses, rickettsia, yeasts, fungi, toxins, vectors, and endogenous biological regulators used as weapons.

Dispatcher Responsibilities

If a call is received indicating the presence of a suspicious letter or parcel that may contain a biological or biologic warfare agent, the dispatcher should attempt to ascertain the following:

- a. Why the caller believes the letter/parcel contains a biological hazard.
- b. The exact location of the caller and the letter/parcel.
- c. Whether the letter/parcel has been opened.
- d. Whether there are any peculiar characteristics of the letter/parcel such as oily stains, discolorations, and unusual odors.
- e. The dispatcher should advise the caller to place the letter/parcel in a plastic bag or other sealable container if it has not been opened. There is no need to evacuate the building if the letter/parcel has not been opened.
- f. If the letter/parcel has been opened and contains a suspicious substance, all persons should be told to avoid further contact with the letter/parcel and its contents and to avoid touching their face. They shall be advised to remain isolated from others to prevent possible cross-contamination.
- g. The room containing the suspected letter/parcel should be evacuated and the door closed. If possible, air conditioning and ventilation systems should be shut off.
- h. People currently inside the office should be instructed to meet the responding officers outside.
- i. Dispatch should immediately notify the Office of Environmental Health, Safety and Risk Management (EH&S).

Police Officer Responsibilities

- a. Upon arrival, the officer should ascertain whether the letter/parcel was opened. If the letter/parcel was not opened, the officer may take possession and seal it in a plastic bag. Officers shall wear standardized personal protective equipment when handling a suspected bio-hazardous material letter/parcel.
- b. Responding officers shall not enter a room containing an opened letter/parcel containing a suspected bio-hazardous substance.
- c. Persons exposed to any suspicious substance contained in the letter/parcel shall be isolated from others.
- d. If the suspicious letter/parcel is determined to be a credible threat, LAFD shall be notified via dispatch. The number of person exposed to the substance shall be reported to LAFD.
- e. An injury/illness form shall be completed for each victim following the incident.
- f. Officers shall establish a crime scene and deny entry to unauthorized persons.
- g. Shift supervisors shall notify the Chief of Police and contact the appropriate Patrol Operations Commander or their designee in requesting and/or determining the need for additional assistance and resources.

4. Nuclear/Radiological Attack

When dealing with radiological materials being used by terrorists, nuclear weapons are not necessarily the primary threat. Although nuclear weapon use is a possibility, the degree of sophistication required to produce these devices and the safety procedures necessary to ensure self-protection make their use by terrorists very unlikely. When referring to radiological attacks, dirty bombs are the weapons most likely to be used. These devices require less radiological material for their production and involve less complexity for material dispersal.

Response

There is no way to determine whether or not a detonated bomb contained radioactive material simply by being at the scene. If at any time it is believed a radiological threat is present, respirator masks should be donned and evacuation should occur immediately. Once away from the scene, personnel should decontaminate with running water as soon as possible. If it is confirmed that radiation was present, any clothing that was worn at the location should be destroyed.

If a suspected dirty bomb is encountered which has not been detonated, follow the procedures listed below:

- a. Do not touch the suspected device.
- b. Do not transmit with a radio or cell phone within 300 feet of the device.
- c. Initiate evacuation procedures if people are in the area.
- d. Establish a perimeter/crime scene at least 500 feet from the device.
- e. Shift supervisors shall notify the Chief of Police and contact the appropriate Patrol Operations Commander or their designee in requesting and/or determining the need for additional assistance and resources.
- f. Contact the CSUN Canine Bomb Detection Unit immediately.
- g. Consider contacting the Los Angeles Police Department Arson/Explosives Detail and the Los Angeles City Fire Department Hazardous Materials Team.

Responding personnel should consider the fact that the device could explode and spread radioactive material prior to the arrival of bomb technicians and/or a hazardous materials team. In order to prepare for this, the Incident Commander should predetermine additional evacuation areas based on wind direction/speed. The Emergency Response Guidebook will provide direction for determining evacuation areas based on the time of day and weather conditions.

Even though the use of a dirty bomb would not cause contamination on the scale many fear, personnel should avoid contact with any item suspected of being a dirty bomb. Time, distance, and shielding are the greatest protections against possible contamination. If responding to a possible dirty bomb explosion, the chances of being exposed to radioactive material are minimal. If a suspected dirty bomb detonates while personnel are in the area, every effort should be made to quickly move as far away as possible to allow sufficient protection from the blast and possible radioactive contact. Chances are high that any radioactive materials (alpha and beta particles) that were in the bomb will be destroyed by the blast or dissipate shortly after detonation. Personnel could then leave cover and begin operations as detailed above.

5. Explosive/Incendiary Attack

Explosive/incendiary devices are common weapons used by terrorists. In most instances, however, an explosion or fire on or around the campus may not be immediately identified as a terrorist attack until long after the event has occurred. Officers should follow the guidelines listed below when responding to explosions or fires of a suspicious nature:

- a. Initiate evacuation procedures if people are in the area.
- b. Establish a perimeter/crime scene.
- c. Shift supervisors shall notify the Chief of Police and contact the appropriate Patrol Operations Commander or their designee in requesting and/or determining the need for additional assistance and resources.
- d. Contact the Los Angeles City Fire Department, if needed.
- e. Contact the CSUN Canine Bomb Detection Unit.
- f. Consider contacting the Los Angeles Police Department Arson/Explosives Detail.
- g. Officers should be aware of the possibility of secondary devices or attacks. Terrorist bombings are often immediately followed by additional attacks by suspect(s) armed with firearms.
- h. If an additional suspected explosive device is found, do not touch or move it. Do not transmit with a radio or cell phone within 300 feet of the device.

In the event of a bomb threat, response procedures can be found in Policy/Procedure Number 04-S.O.-004 (Bomb Threat Response Procedures).

6. Firearm Attack (Active Shooter)

Acts of terrorism may involve suspect(s) armed only with firearms. An assault by firearm is the most likely form of attack. Again, it is difficult to determine if such an attack is an act of terrorism or an ordinary criminal act. Regardless of the motivation of the suspect(s), officers should base their response upon the information known about the situation and threat(s), the number of injuries, the structure or area involved, and the availability of additional resources.

For additional instructions, refer to Policy/Procedure Number 05-S.O.-006 (Active Shooter Response).