

Stanford Animal Researcher Safety Guide



Provided by the

Stanford Department of Public Safety

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What You Should Know About Domestic Terrorism

According to the FBI's Terrorist Research and Analytical Center in 1994, domestic terrorism was defined as "the unlawful use of force or violence, committed by a group(s) of two or more individuals, against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

Under current Federal law, set forth in the USA PATRIOT Act, acts of domestic terrorism are those which: (A) involve acts dangerous to human life that are a violation of the criminal laws of the United States or of any State; (B) appear to be intended: (i) to intimidate or coerce a civilian population; (ii) to influence the policy of a government by intimidation or coercion; or (iii) to affect the conduct of a government by mass destruction, assassination, or kidnapping; and (C) occur primarily within the territorial jurisdiction of the United States.

Domestic terrorism can take many forms. The following are California State laws that could be applicable.

Arson §451

The crime of arson occurs when a person willfully and maliciously sets fire or burns or causes to burn any structure, forest or property.

Assault §240

An unlawful attempt, coupled with a present ability, to commit a violent injury on another person.

Battery §242

Any willful and unlawful use of force or violence on another person.

Criminal Threats §422

Any person who threatens death or great bodily injury with the specific intent that the verbal, written or electronic device statement is taken as a threat, even if there is no intent of actually carrying out the threat. The threat is so immediate and specific as to convey to the person threatened to expect immediate execution of the threat.

Prowling §647h

Any person who loiters, prowls or wanders on property of another without visible or lawful business with the owner or occupant.

Trespassing -building §602

The crime of entering and occupying real property or structures of any kind occurs when a person does not obtain the consent of the owner, the owner's agent, or the person in lawful possession before entering.

Trespassing -land §602

The crime of trespass to land is the entering of any lands, without permission, for the purpose of injuring any property or with the intention of interfering with, obstructing, or injuring any business or occupation.

Unlawful Assembly §407

When two or more persons assemble together to do an unlawful act, or a lawful act in a violent, boisterous, or tumultuous manner.

Vandalism §594

The crime of vandalism occurs when a person maliciously damages, destroys, or defaces any real or personal property of another person.

Pending Legislation

This bill would help state law enforcement and prosecutors to protect academic researchers and their families who have been victims of threatening and destructive tactics employed by extremist activists, without jeopardizing the legitimate and lawful expressions of free speech. According to Assemblymember Gene Mullin's office, as of September 1, 2008, AB 2296 - the California Animal Enterprise Protection Act overwhelmingly passed the Assembly and Senate. It is now waiting for the Governor's signature. For more information see <http://www.leginfo.ca.gov/bilinfo.html>.

What You Should Know About the Animal Liberation Front (ALF)

The Animal Liberation Front is a name used internationally by animal liberation activists who engage in "direct action" tactics on behalf of animals. This includes removing animals from laboratories and fur farms, and sabotaging facilities involved in animal testing and other animal-based industries. According to ALF statements, any act that furthers the cause of animal liberation, where all reasonable precautions are taken not to endanger life, may be claimed as an ALF action. The group is listed by the U.S. Department of Homeland Security as a domestic terrorist organization.

RESEARCHER SAFETY HIGHLIGHTS

Personal Safety

Generally, extremist individuals and groups will attack facilities before resorting to committing crimes against people. But frustrated extremists will, on occasion, threaten and attempt to intimidate individuals within the research community by more direct means (i.e. following you home, placing nails under a tire, throwing a pie into your face, razor blades in a letter etc.). The following pages contain steps to keep in mind in order to protect yourself.

Here are some ways that you can protect yourself:

- Be alert of your surroundings and the people around you, especially if you are alone or if it is dark. Be vigilant.
- Whenever possible, travel with a friend or co-worker.
- Park your car, walk, and stay in well-lit, high-traffic areas as much as possible.
- Walk confidently and at a steady pace, making eye contact with people when walking.
- Do not respond to conversation from strangers on the street, just continue walking. Avoid people who look out of place, even if it means temporarily traveling in a different direction.
- Have your car keys in your hand so you don't have to linger before entering your car.
- Prior to unlocking the car door, briefly inspect your vehicle, especially looking for items that may have been placed under the tires, or persons who may be hiding inside the passenger compartment.
- If you work alone or outside of normal business hours, keep the office door locked.
- If someone comes to your home or office stating that he/she is a police officer, utility company worker, etc., ask to see identification. If you are unsure, call the agency that they represent and verify their identity.
- Be aware of escape routes for emergencies and post the Police and Fire Department telephone numbers near commonly used telephones.
- Carry a cellular phone (or other portable communication device) especially in rural or isolated settings. In the event that you need to contact Police/Fire/Medical

in an emergency situation, do not rely on a prompt answer when you dial “911” . As a backup, program the local emergency services non-emergency number(s) into your cellular phone memory.

- Immediately report all suspicious persons, vehicles, and activity to the Stanford Department of Public Safety or to your local Police Department. A suspicious person or vehicle loitering in an area for no apparent reason could be waiting for the right moment to commit crimes against you or your research. Obtain license numbers and a description of the vehicles or people (if possible). Be mindful of your own personal safety and do not place yourself in harm’s way to obtain this identifying information. You are in the best position to know what looks right or wrong where you work and around your home.

Residential Security

Here are some tips on how you can strengthen the security of your personal residence:

- Maintain strict key control. Do not give or lend your house key to anyone. When you have your personal car serviced or valet parked, take your house key, vehicle registration and garage door opener with you.
- Engrave theft-prone personal equipment with a personal identification number. Record the serial number, make, model and description of any valuable equipment.
- Install deadbolt locks and use solid core doors for all exterior entrances. Your front door should have a peephole.
- Keep your doors and windows locked as much as possible, especially if you are alone. You can purchase security devices that allow windows to lock in an open position.
- Never open your door without knowing who is on the other side.
- Install an electronic intruder alarm system with contact switches at each window and entry door.
- Have address numbers large enough to be visible from the street and well lit.
- Check and maintain adequate exterior lighting. Consider motion-sensitive lighting.
- Have a neighbor or friend pick up your mail when you are out of town. Have someone take care of your yard and park his/her car in your driveway when you are away.

- Utilize timers for interior lighting to give your home a “lived-in” look even while you are away.
- Secure valuables and sensitive research data in a home safe.
- Keep trees and shrubs trimmed low and away from doors, windows and address numbers. This precaution will give you, your neighbors and the police a view of potential problems and deny an intruder a place to hide.

Workplace Security

Thieves, vandals or extremist individuals or groups tend to avoid areas where they feel there is a good possibility that they will either be seen and reported to the Police, or that they will be unsuccessful in their criminal act. If you strengthen the security of your research facility, extremists may tend to attack another, more easily defeated target, or they may simply abandon their plans.

Here are a few tips on how you can deter criminal activity at your workplace:

- Post signs indicating “No Trespassing” or “Authorized Personnel Only.”
- Install lock-down devices for all electronic / computer equipment.
- Engrave theft-prone equipment with department ID. Record the serial number, make, model and description of equipment.
- Provide photo ID badges to all staff and develop a mandatory use policy.
- Maintain strict key control. Consider re-keying if there are too many outstanding keys. Do not give or lend your University key(s) to anyone. Consider installing an electronic access control system for doors.
- Report lost or stolen keys to the Building Manager.
- Keep offices, labs, and vehicles locked when unoccupied or unattended for any amount of time. Make sure windows are secured as well. Remove all valuable possessions from vehicles, or lock them in the trunk.
- Install metal latch guards to cover the latch and strike plate on all interior / exterior doors.
- Remove any exterior signage indicating the type of research being conducted. Do not place sensitive or personal information on a Web site.
- Eliminate exterior glass partitioned doors. Install solid metal/wood doors.

- Frequently inspect facilities for potential or actual security hazards or breaches. Report any issues to your Building Manager or responsible person.
- Install and/or close the window blinds whenever the facility is unoccupied.
- Keep trees and shrubs trimmed low and away from doors, windows and address numbers. This precaution will give you, other employees and patrolling police a view of potential problems inside. More importantly, this will deny an intruder a place to hide.
- Secure equipment in an enclosed and locked structure. Chain the equipment together or to fixed objects.
- Utilize locking gas caps. Remove ignition keys to vehicles.
- Check and maintain adequate exterior lighting around out buildings and animal feed storage areas. Report outages to your Building Manager.
- Keep out-buildings and sheds locked when unoccupied or unattended for any amount of time. Make sure windows are secured.
- Partner with the **Stanford Department of Public Safety**. We can survey your workplace and make safety and security recommendations.

Procedural Security

In addition to the security steps that you can personally take to safeguard university property as well as personal property, it is important that you encourage your academic department to take precautions, as well. Examples include: ensuring that there is adequate interior and exterior lighting; installing lock-down devices for all theft-prone equipment such as computers; and installing alarm systems in labs, offices, and other facilities, especially where sensitive research is taking place.

Here are some other ways to encourage your department to maintain a safe and secure work environment:

- Visitor monitoring – Screen and check in every visitor to your facility. This includes new vendors. Consider issuing dated visitor passes.
- Employee identification - Consider issuing photo ID badges for all employees. Adopt a policy requiring photo ID badges to be worn.
- Key control - Keep accurate files documenting who has been issued keys (including electronic access cards and codes). Conduct an annual audit to determine if someone has a key that he/she doesn't need. When individuals are no

longer employed, make sure you have a procedure in place to retrieve any keys they have been issued. If there are a number of keys unaccounted for, consider re-keying.

- Trash control – Adopt and maintain a shredding policy for sensitive documents and computer disks. Remove all data from the hard drive before disposing of computers.
- Encourage other department members to discuss safety and security issues unique to your facility, and consider additional safety precautions.
- Partner with the **Stanford Department of Public Safety**. We can survey your workplace facility and make safety and security recommendations.

Consider Crime Prevention Through Environmental Design (CPTED)

The Four Strategies of CPTED:

1. Natural Surveillance - A design concept directed primarily at keeping intruders easily observable. Promoted by features that maximize visibility of people, parking areas and building entrances: doors and windows that look out on to streets and parking areas; pedestrian-friendly sidewalks and streets; front porches; adequate nighttime lighting.

2. Territorial Reinforcement - Physical design can create or extend a sphere of influence. Users then develop a sense of territorial control while potential offenders, perceiving this control, are discouraged. Promoted by features that define property lines and distinguish private spaces from public spaces using landscape plantings, pavement designs, gateway treatments, and "CPTED" fences.

3. Natural Access Control - A design concept directed primarily at decreasing crime opportunity by denying access to crime targets and creating in offenders a perception of risk. Gained by designing streets, sidewalks, building entrances and neighborhood gateways to clearly indicate public routes and discouraging access to private areas with structural elements.

4. Target Hardening - Accomplished by features that prohibit entry or access: window locks, dead bolts for doors, interior door hinges.

Bomb Threat Precautions

Every bomb or other immediate threat of a suspected explosive device should be considered as valid until all reasonable precautions for public safety have been taken, or until the danger to life and property has passed. Bomb and other threats may be received in any number of ways including, but not limited to, telephone, electronic mail or written correspondence. Any unusual or suspicious object should be reported immediately to your local Police Department. Suspected objects or materials should NOT be touched or disturbed.

What to Do If You Receive a Bomb Threat

When a bomb or other immediate threat is received via telephone at your place of employment or your residence, the person taking the message should keep the caller talking as long as possible and make written notes of the following:

- The time and date of the call.
- The assumed age and sex of the caller.
- Any distinguishing speech characteristics.
- What was said by the caller, as precisely and completely as possible.
- Any background noise that may help identify the source of the call.
- The phone number of the caller (if your phone is “Caller ID” equipped).

When a bomb or other threat is received via written correspondence (i.e. note or letter):

- Do not continue to touch the letter or envelope.
- Do not allow any other person to touch the letter or envelope.
- Place the letter/envelope in a safe place where it cannot be touched or damaged.

What to Do If You Receive a Bomb Threat

When a bomb or other threat is received via electronic mail do not delete the message or modify it in any way. Immediately contact your local Police Department. After an evaluation and assessment of the content of the bomb or other threat, the decision to evacuate or close a facility on campus shall be made jointly, whenever possible, by the Department of Public Safety and the department head and/or facility manager.

Arson and Vandalism Precautions

Many of the same precautions taken to discourage thieves and trespassers may also discourage arsonists and vandals. Arson is most common in vacant or unsecured buildings and construction sites. Vandalism is most commonly committed in the evenings and on weekends.

In addition to those recommendations identified in the Workplace and Residential Security sections of this booklet, you should:

- Install smoke detectors/alarms, automatic and tamper-proof sprinklers, and other fire safety equipment.
- Clear your workplace facility and residence of fuel sources such as yard trimmings, newspapers, leftover paint, and other trash.
- Secure flammable materials and substances in locked, fire-resistant cabinets or containers.
- Dispose of all flammable waste materials as quickly as possible. Check with Environmental Health and Safety (EH&S) for approved methods of disposal.
- During the construction of new facilities, install perimeter fencing and employ security guards.
- Immediately report suspicious people, vehicles, and activity to your local Police Department. Obtain license numbers and description of the vehicles or people if you can.

What Did You See?

Use the following matrix to document information during or immediately following an incident.

Subject	#1	#2	#3
Height/Weight			
Race			
Age			
Hair/Eye Color			
Complexion			
Clothing			
Scars/Marks/Tattoos			
Other Features			

Vehicle	#1	#2	#3
Year			
Make			
Model			
Color			
Body Style			
License Number			
Other Features			

Stanford Department of Public Safety

Our Mission

The Department of Public Safety exists to provide a safe, secure atmosphere that is conducive to freedom of expression and movement for people and their property at Stanford University within the constraints of federal, state and local laws and ordinances.

The members of the Stanford University Department of Public Safety (SUDPS) are committed to providing high quality, public safety services with a strong emphasis on customer service. To accomplish this goal, we pledge to honor the spirit and letter of the laws we are charged to uphold; we strive to enhance our professional skills and knowledge; and we dedicate our full attention to our duties in order to earn and maintain the public's trust. The hallmarks of our service will be a dedication to the principles of honesty, integrity, fairness, courage and courtesy. We are committed to upholding these values. Let us know how we can best serve you.

Partner With Us!

SUDPS will conduct a site assessment of your workplace upon request. Safety and security recommendations would be made using the CPTED model and other contemporary Community Oriented Policing models. For any questions concerning your safety as a Stanford Animal Researcher, please contact Reese Zasio with the Department of Comparative Medicine at (650) 723-3876.

Community Outreach

SUDPS offers a wide variety of community outreach and crime prevention programs for members of the Stanford Community. For more information, email community-outreach@lists.stanford.edu or call 650-725-7670.

- Security Presentations
We offer presentations throughout the year on a variety of topics such as personal security and safety, building security and ID Theft. We can also design a presentation on relevant topics to meet the specific needs or concerns of your group.
- Stanford Safety & Security Report
Each Fall, we issue the Safety & Security Report which provides statistical crime data in compliance with the Jeanne Clery Act. This annual report also includes information about important Stanford resources as well as crime prevention and safety tips for daily living. Check out the Safety & Security report on line at <http://police.stanford.edu> .

- Crime Alerts
Crime Alerts are reports of major incidents on the campus that could potentially impact public safety. The most current Crime Alerts are listed on the police home page. For up-to-date Crime Alerts please visit <http://police.stanford.edu> .
- The Rap Sheet
This quarterly electronic newsletter is available to the Stanford Community. It includes educational articles, campus safety updates and crime prevention and safety tips. Newsletters are emailed to the building managers for distributions every quarter. They are also available on the police website <http://police.stanford.edu>.
- Community Police Academy / LAWGEN 209
This free, nine-week Winter Quarter course is a blend of classroom instruction and hands-on activities that will expose participants to a variety of law enforcement experiences from performing field sobriety tests on intoxicated persons, driving a patrol vehicle, firing a simulated weapon to hearing from officers about their experiences on campus.
- Ride-Along Program
Jump into the passenger seat of a police vehicle and patrol with a deputy to experience first-hand a few hours in the life of an on-duty patrol deputy at Stanford.