

Office of Security Memo 2011 - 04

SECURITY ALERT: Securing LIRR Properties

With the warmer weather approaching, for many of us our thoughts turn to outdoor recreation, vacations or other activities that the summer season offers. However, as LIRR employees we must continue to always remain alert and vigilant while on duty against the potential for terrorist activities. A few important guidelines for you to follow that will help in keeping us safe and secure are as follows:

Maintaining Secure Fencing and Gates

Employees are reminded of the importance of always securing gates, doors, windows and other points of access to LIRR properties to prevent unauthorized entry. All employees must adhere to the signage posed at gates. If signage is not present, take the precautionary measure of ensuring the gate is closed and locked.

In the event that you encounter an area that is not secure (e.g., inoperable gates, vandalized fences, broken locks, etc.) you can notify your supervisor or the LIRR Security Center at 718-558-8200. Remember, areas of limited access provide a secure environment for your co-workers, as well as yourself.

Always Displaying Employee Identification

Employees should challenge the identities of persons on the property who they do not know. Employees challenging the identities of others must ensure that their credentials are visible in compliance with this Policy. This also pertains to uniformed train crews challenging other crewmembers they may not know.

Only valid LIRR identification or authorized credentials issued to provide access is to be used as verification that a person can be on LIRR property. A person should not be granted access to LIRR property/facilities on the basis of:

- wearing any type of LIRR uniform;
- wearing any part of LIRR attire such as a hardhat, safety vest, LIRR parka, etc.; or
- having a LIRR business card, LIRR paycheck, LIRR keys, etc.

In keeping with the MTA's "**See Something - Say Something**" campaign, we urge all LIRR employees to recognize the value of their knowledge of the LIRR and continue to report unusual or suspicious activities to the MTA Police or local police departments. The telephone numbers are as follows:

MTA Police Department: 1-800-836-6673
New York City, Nassau & Suffolk Police Emergency: 911

Introducing The New National Terrorism Advisory System

The National Terrorism Advisory System (NTAS) replaces the color-coded system with which we all became familiar following "9/11." The new system provides a concise summary of potential threats including the suspected region, mode of transportation, or critical infrastructure, actions being taken to ensure public safety, as well as recommended steps that should be taken to respond to a threat. NTAS Alerts will include a clear statement on the nature of the threat, which will be defined in one of two ways:

- "Elevated Threat": Warns of a credible terrorist threat against the US.
- "Imminent Threat": Warns of a credible, specific, and impending terrorist threat against the US.

The Department of Homeland Security will coordinate with other federal entities to issue detailed alerts to the public when the federal government receives information about a credible terrorist threat. For further information visit <http://www.dhs.gov/files/programs/ntas.shtm>

SEE SOMETHING - SAY SOMETHING.

The LIRR Office of Security may be reached at officeofsecurity@lirr.org. All communications are confidential.