

Engineering and Maintenance Division - Security Unit
Tel: (03) 640-5599; Fax: (03) 640-8880

23rd of Shvat, 5776
February 2, 2016
208433

To
The University Security Personnel

Re: Procedure for Handling a Suspicious Object and a Suspicious Person

1. Background

- Students, University employees, service providers and a great many visitors walk the entire Campus day and night.
- People walking the Campus generally carry personal bags of various shapes and sizes and from time to time, people forget their bags.
- On the other hand, we are witnessing an increase in hostile terrorist activities all over the country and the situation obligates taking steps to increase supervision, awareness and suspicion regarding every suspicious object and / or person carrying a suspicious object.

2. Handling a suspicious object

- In the case that a **suspicious / abandoned** object is detected within the boundaries of the Campus, initially try to locate the owner of the object / bag in the vicinity.
- In parallel to the attempt to locate the owner of the object, move the bystanders away from the suspicious object and **immediately report** to the Command & Control Center.
- **Do not touch and / or move the suspicious object due to the fact that it may be booby trapped.**
- The Shift Leader / Duty Manager is to immediately go to the location of the suspicious object and take steps **urgently**, vis-à-vis the Command & Control Center, to call in a Police sapper to handle and remove the suspicious object.

3. Handling a suspicious person

- In the event that a **suspicious person** is detected, he is to be identified, his luggage checked and the reason that he is on campus is to be verified.
- The inspection is conducted at the side, in a quiet and polite manner, insofar as possible.
- In the event that there is no justification for the suspicious individual to be on the University campus, and there is a suspicion of a disturbance of the public order at the location, he is to be requested to depart the campus.
- In the case that there is an apprehension of the perpetration of a **criminal / hostile terrorist act** by the suspicious person, he is to be detained, the Security Shift Leader and the Command & Control Center are to be informed in order for the Police to be called out to the location.

4. Briefing

- The Security Shift Leader, the Command & Control Center Manager, the Duty Manager, the Guard Supervisor will brief all the employees, each in his place, to act in accordance with that written in this procedure.

- 5.** The placement of bags / parcels / envelopes at the gates of the Campus and / or in the buildings, under the watchful eye of the guard and / or in the vicinity of the guard, is not to be permitted, even for short periods of time.

Regards,

Adi Litman-
Director of the Security Unit