OFFICE OF THE CHIEF SECURITY OFFICER
SECURITY OPERATIONS & PROGRAMS DEPARTMENT

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To: All Employees

AVIATION SECURITY AWARENESS BULLETIN

Airport Security – Unattended Packages

Due to the recent terrorist bombings in New York City and New Jersey, it is important for Airport employees to maintain a heightened state of vigilance and awareness and, where appropriate, report suspicious or unusual activity. One such area of focus is that of the discovery of unattended packages (knapsacks, shopping bags, boxes, etc.) at terminals, parking lots, bus stops, and air train stations. These could contain an explosive device or chemical and biological agents. In most cases these items do not present a threat however, only law enforcement and security personnel are qualified to determine if unattended items are dangerous to the safety of airport employees and customers. For this reason, it is important for airport employees to report all unattended packages. If it is determined that an unattended package is suspicious and presents a threat the Port Authority Police Department (PAPD) is trained and equipped to deal with the situation. The following procedures should be followed when an employee or member of the public discovers an unattended package:

- **DO NOT TOUCH THE PACKAGE.**
- REPORT ALL UNATTENDED PACKAGES TO THE PAPD.
- **DO NOT USE A CELLULAR TELEPHONE OR RADIO TO CONTACT THE PAPD AS MANY EXPLOSIVE DEVICES ARE DETONATED IN THIS FASHION. IF YOU MUST, CALL FROM AT LEAST 500 FEET AWAY.**
- BE SPECIFIC IN DESCRIBING THE ITEM YOU DISCOVERED AND PROVIDE DETAILS OF HOW YOU DISCOVERED IT AND WHAT YOU OBSERVED.

If you see suspicious persons or packages requiring immediate attention, contact Port Authority Police at:
- John F. Kennedy International Airport at 718 244-4333,
- LaGuardia Airport at 718 533-3911,
- Newark Liberty International Airport at 973 961-6230,
- Stewart International Airport at 845 567-9257, and
- Teterboro Airport at 973 961-6230
- For anonymous tips not requiring emergency response, call 800 828-7273.

The Port Authority Airport Security Manager is available to provide you with additional information on terrorist activity and suspicious behavior, unattended packages and improvised explosives recognition. To contact the Airport Security Manager, call:

- John F. Kennedy International Airport at 718 244-4200,
- LaGuardia Airport at 718 533-4205,
- Newark Liberty Airport at 973 961-6320,
- Stewart International Airport at 845 838-8278, and
- Teterboro Airport at 973 961-6320.

Thank you for your commitment and dedication to ensuring a safe and secure airport.

Jeanne M. Olivier, Assistant Director, Aviation Security, Security Operations and Programs Department