



CP3 Field Operations

Guidance for Field Staff on Incident Response

Purpose

While CP3 aims to prevent acts of targeted violence and terrorism, unfortunately some will still occur. This guidance document will outline the considerations for addressing an incident of targeted violence or terrorism in your AOR. Topics include sharing information with leadership, contacting your partners, and supporting the affected partners, as appropriate community.

The Role of CP3 Field Operations

Following attacks of terrorism or targeted violence, either within the United States or abroad, Field Operations staff may be asked to share local information with leadership, reach out to government partners, and engage whole-of-society partners.

Your are NOT responsible for: sharing real-time information on the incident with partners; assisting in any investigations; leading civil rights or social justice conversations related to an incident (we have partners at CRCL and CRS that might lead such discussions and while we might participate to discuss CP3's role, we are not the lead coordinators).

Your role IS: to share information with CP3 and DHS leadership, to engage government and whole of society partners to discuss prevention gaps and emphasize the importance of local prevention frameworks to prevent future attacks, and to respond to community concerns about concerns over potential backlash attacks or copycat attacks.

Definition

- **Incident:** an occurrence of targeted violence or terrorism, including but not limited to: violent extremist attacks, mass attacks, hate crimes, and school shootings.

Considerations

Sharing information with leadership

In the days after: After you are notified that an incident has occurred and as the investigation continues, leadership will want to know certain information regarding the incident. They typically want to know whatever we can find out about motive, if we've done any work with the affected community previously, and if the perpetrators ever ran up against any of our or our partners' prevention programs.

Example questions from leadership could include:

- What do we know about motive?



- Have we provided a CAB in the community where the suspect lives/works/attends school, etc.
- Have we worked with police or community groups in the city where the attack occurred on prevention initiatives?

In the weeks and months after:

Example questions from leadership could include:

- Did the perpetrator or his family participate in any of our prevention programs or partner's prevention programs?
- Are there any remaining concerns that require a prevention response (i.e.—the perpetrator's family member is also demonstrating behavioral indicators?)
- Are there any concerns about copycat attacks?

Throughout the post-incident time period: provide leadership with relevant updates as you receive them. Be sure to also report any take-aways that come from after action reports and meetings about what you and/or the office can do.

Contacting your partners

Immediately after: After you are notified that an incident has occurred, begin reaching out to federal counterparts, such as the USAO and FBI, to receive leadership requested information about the incident. Be mindful that they are going to be extremely busy with the investigation; be respectful of their time. Sample language to send to them could be:

"I'm deeply saddened by the tragic and senseless loss of X lives in [city]. I know this is a difficult time for the community and your agency. Due to my office's mission, we want to learn ways we can enhance our efforts to prevent these incidents in the future. In that vein, would it be possible to join any post-incident related calls so that we can analyze information from this incident and create a path forward?"

In the days after: Keep in touch with partners who are closest to the incident every couple days to stay in the loop. Again, do not pressure for information; be mindful of their time. If they don't respond, wait a few days before reaching out again. These partners will vary from location to location, depending upon the status of the relationship, access to information, and prior collaboration. It may be a local police department, a regional fusion center, a DHS counterpart, or other sources.

In the weeks after: Follow up with partners, as appropriate, in the weeks following the incident. Be sure to respect your partners' time. Reach out, but do not continue to follow up if they are not responsive. Use your best judgement. Remember, your role is not investigative, it's to support the development of local prevention frameworks. An incident may introduce an opportunity to identify future partners who may be helpful to prevent a future incident.



In the months after: Work with federal and community partners to host an after-action meeting with relevant partners and possibly community members. Get together with partners and perform a hotwash on what potentially could prevent acts of targeted violence in the future. For example, if the perpetrator was showing behavioral indicators in school, how can we work better with that school system to build their prevention and intervention capabilities? What other gaps exist? How do we work together to make our communities safer? Prior to hosting, determine who will compile a report and determine next steps. Share this report with all of those involved in after-action meeting. Also identify who will be responsible for leading next steps identified within the report.

Outreach to the affected community

Immediately after: After you are notified that an incident has occurred, begin reaching out to affected community leaders to offer condolences. Sample language could include (which you can personalize):

“I’m deeply saddened by the tragic and senseless loss of X lives in [city], [state]. I know this is a difficult time for the community, and I wanted to share my sympathies. Please reach out if there are any suggestions you have for me at this time. You are in my thoughts.”

In the days after: Engage whole-of-society partners to check in on them. If concerns arise post-incident, such as concerns about backlash, trauma, or copycat attacks, reach out to government partners (typically the US Attorney’s Office (USAO), Department of Justice Community Relations Service (CRS), Federal Bureau of Investigation (FBI), District Attorney (DA), or police department) to coordinate joint engagement and responses.

For example, we’ve seen that when a Homegrown Violent Extremist (HVE) attack occurs, hate crimes towards Muslim American and Sikh American communities increase. Examples of responsive outreach include Department of Justice (DOJ), a Regional Prevention Coordinator (RPC), and DHS Office for Civil Rights and Civil Liberties calling communities that may be experiencing backlash due to the media identifying the perpetrator’s religion or nationality, letting them know to be vigilant and report any suspicious activity to police. An RPC can work with the appropriate partners to help conduct outreach to communities afflicted negatively post attack. Another example is that sometimes FBI is concerned about copycat attacks and wants communities to be extra vigilant. RPCs can help FBI with outreach to community partners.

In the weeks or months after: consider working with federal and community partners to host a roundtable forum to solicit feedback the community on what can be done to prevent future incidents from occurring. You can deliver a Community Awareness Briefing (CAB) or eventually, lead a Community Resilience Exercise (CREX). This gives the community a chance to take on ownership and be a part of the solution.

After the case has been adjudicated, work with the USAO/FBI to host a session with community leaders on the details of the incident. Encourage USAO/FBI to clarify what can and cannot be discussed and to answer as many questions as legally able.