



Commonwealth Fusion Center

Standard Operating Procedure

Effective Date	Number
July 1, 2006	CFC - 03

Subject:

Notification of Significant Terrorist Events

Policy

In order to provide public safety officials with timely and relevant situational awareness, this policy outlines the notification process for significant events and major incidents involving terrorism or potential acts of terrorism reported to the Commonwealth Fusion Center (CFC).

Definitions

Analysis: A product that studies an event or specific topic. A detailed description of event, causal factors, methodological and other information that supports prevention, response, or consequence management planning activities. It will also address national, state, and local implications of the event, such as sector specific or geographical increase in threat level.

Local Events of Significance: Events within the Commonwealth that disrupt the normal course of society and result in deployment of public safety resources. Examples include evacuation of a MBTA station, ferry service interruption due to a bomb threat or suspicious package, or redirection of a flight to/from Logan International Airport.

Pre-cursor Indicators: Activities indicative of preparation for a terrorist act; for example, surveillance and photography of critical infrastructure or key resources, or illegal financial schemes such as cigarette tax evasion, or stockpiling of explosive materials.

Situational Awareness: Status and information updates produced during unusual events, activities, or circumstances that occur within the Commonwealth.

Suspected Terrorist Incident: A potential act of terrorism in which responsibility for the act cannot be attributed at the time to a known or suspected terrorist group or individual.

Terrorist Incident: A violent act or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

Terrorism Prevention: A documented instance in which a violent act by a known or suspected terrorist group or individual with the means and a proven propensity for violence is successfully interdicted through investigative activity.

Significant events or major incidents include, but are not limited to:

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| • Foreign or domestic terrorist incidents | • Suspected terrorist incidents |
| • Imminent threats of terrorism or violence | • Incidents with significant pre-cursor indicators |
| • Terrorism prevention | • Local events of significance |
| • Events involving mass casualties | • Events that require a large scale police response |
| • Incidents potentially involving a weapon of mass destruction | • Events of interest that attract extensive media attention |
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**Classifications
of
Information
Dissemination**

Alert: At the direction of a CFC Supervisor, officials specified below will be immediately notified that a terrorist attack, major incident, or a local event of significance has in fact occurred. Notification will be via e-mail, text message, and/or telephone call, and in most cases, will be a one to two line text message.

All alerts sent to the Undersecretary of Law Enforcement and Homeland Security and the Senior Advisor for Homeland Security and Public Safety will contain a header line requesting confirmation of receipt via return e-mail or telephone call to the CFC.

Situational Awareness: At the direction of a CFC Supervisor, timely initial notification, and updates regarding unusual events, activities, or circumstances that occur within the Commonwealth will be provided to those specified below via e-mail or text message.

In addition, if an ongoing MSP Anti-Terrorism Unit (MSP-ATU) investigation comes to the attention of the media or poses an immediate threat to public safety, the MSP-ATU Commander, or his/her designee, will notify the Superintendent's Office, the Division Commander of Investigative Services, the Undersecretary for Law Enforcement and Homeland Security and the Senior Advisor for Homeland Security and Public Safety.

Analysis: Upon completion of an analytical product, timely distribution to those listed below will be made via e-mail.

Procedures

1. Record the following when information concerning a significant event or major incident is received:

Call Details

- Date / Time of call
- Name of caller
- Department of caller
- Return phone number

Event Details

- Date / Time of event
- Event type/category
- Specific location of event
- Suspect name or description
- Gist describing the event

2. In the following order, contact and relay the information to the:

- Analytical Unit Commander
- Anti-Terrorism Unit Commander
- CFC Director

3. At the direction of a CFC Commander, initiate notification to all key homeland security decision makers as outlined below for respective event.

Contact Information

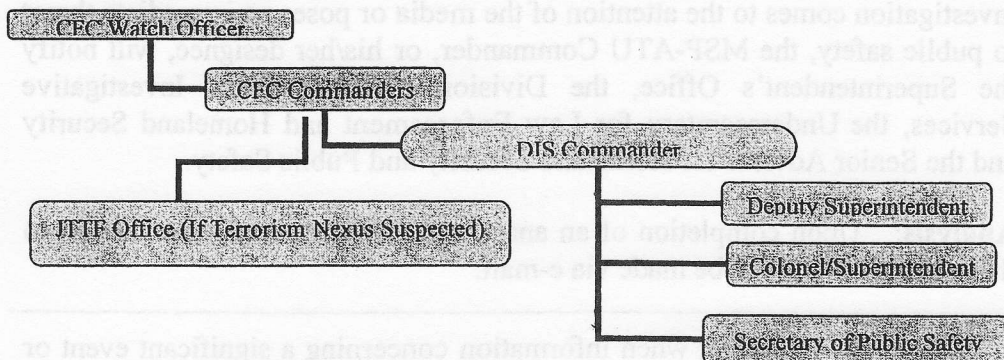
All contact information for the key homeland security decision makers specified below will be provided to the CFC by EOPS. Upon receipt of changes or deletions of contact information from EOPS, the Watch Officer will immediately update all applicable databases.

Public Safety Response

To provide the Undersecretary of Law Enforcement and Homeland Security and the Senior Advisor for Homeland Security and Public Safety with a situation report, CFC personnel will attempt to gather a summary of the public safety response for major events, including:

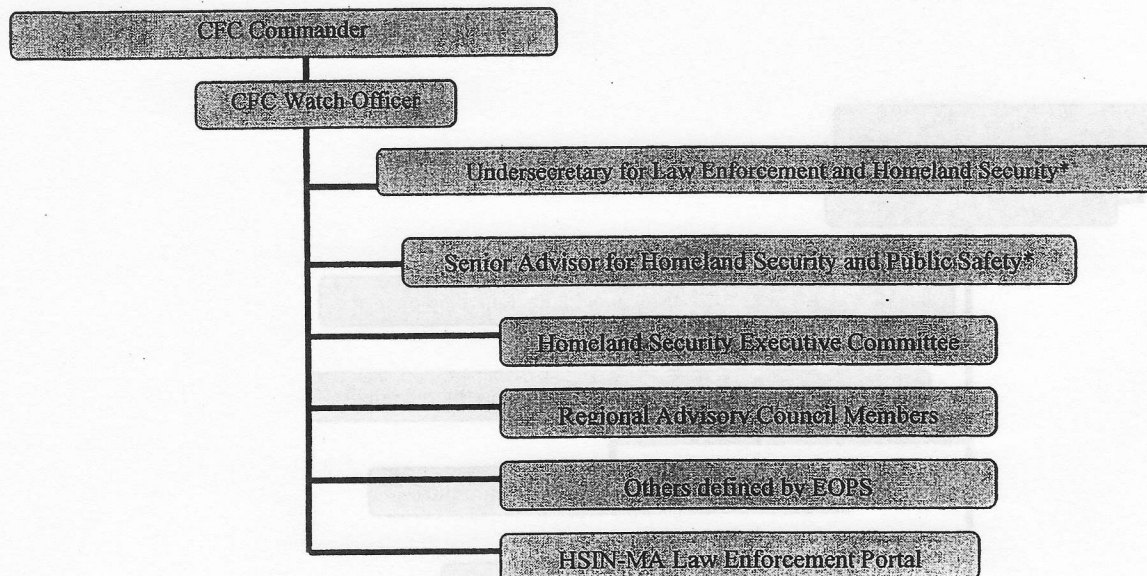
- Date /Time of Response
- Summary of Response
- Specific security enhancements
- MSP deployment
- Response countermeasures
- Other public safety responses

Internal CFC Notification Scheme



Alert Notification Scheme for:

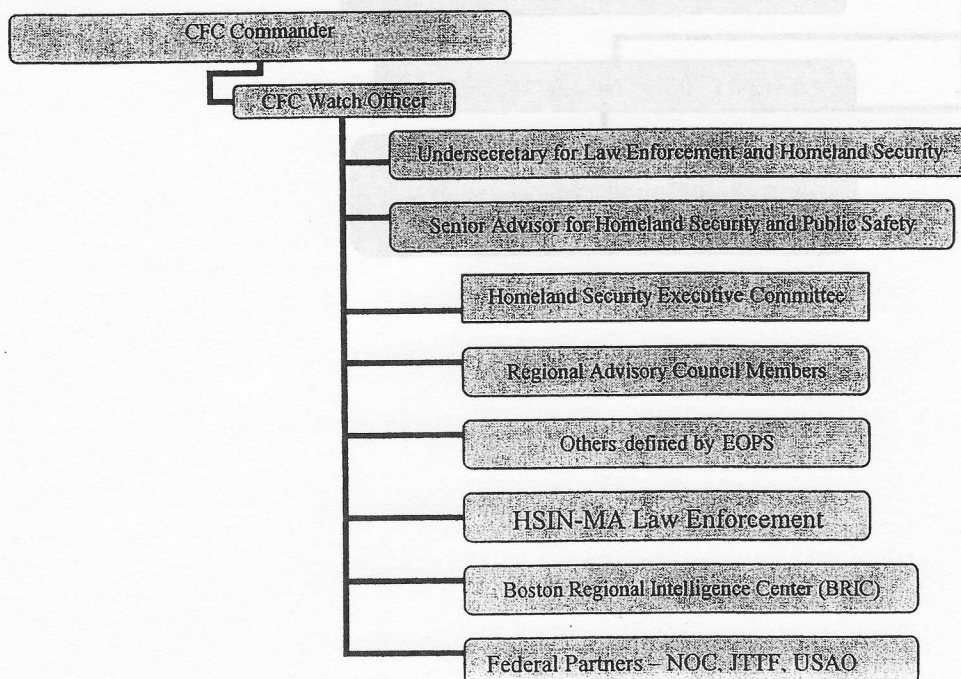
- Terrorist Attack (Foreign or Domestic)
- Major Incident
- Local Event of Significance
- Receipt of Threat-related Intelligence from Federal entities (specific and general)



* Request confirmation of receipt via return e-mail or telephone call to the CFC.

Situational Awareness Notification Scheme for:

- Unusual events, activities, or circumstances that occur within the Commonwealth
- Ongoing MSP-ATU investigation that poses an immediate threat to public safety and/or has attracted the attention of the media.



Analysis Notification Scheme for:

▪ *Bulletins*

▪ *Event Disposition*

