



Private Membership/University Alumni Clubs

As described in the accompanying letter, *Business Owners Against Terrorism* is based on the idea that certain legitimate businesses and industries may be exploited by terrorists who portray themselves as honest customers seeking to purchase, lease, or somehow appropriate certain material, licenses and/or services to covertly further a terrorist plot.

The following examples of activity relating to your specific business, though not fully inclusive, may be of **possible** concern to law enforcement:

- Suspicious individuals photographing or videotaping the building
- Unusual inquiries from unknown persons regarding the demography of club membership
- Unusual inquiries from unknown persons regarding the attendance of VIP guests or invited speakers at club functions
- Unknown persons pose questions re: the building's sensitive areas (e.g., utility rooms, HVAC systems, etc.) or security systems (cameras) or hours of operation
- Individuals found loitering in areas where there is access to the HVAC, plumbing system or other physical plant systems (e.g., ground-level air intake vents; electrical breaker switch boxes) related to building operations
- Evidence suggesting that the building's HVAC or plumbing system (e.g., heating, ventilation, air conditioning access rooms/panels, pipes) may possibly have been tampered with.
- Parking of a suspicious vehicle in front of the building when normally such vehicles are not parked in that location
- The discovery of an unattended package or object
- Maintenance work that is not announced or scheduled takes place
- Deliveries arrive that are not anticipated
- Visitors found in your building claim to be lost or appear disoriented

Your impressions and assessment, based upon your professional/business experience, are extremely valuable and should help guide you in determining if a customer request, a fact pattern or set of circumstances is unusual.

The conduct of an individual will not necessarily be criminal in nature. Please remember if you suspect something, do not take direct action, confront the individual, or reveal your suspicions. Record as many details as possible about the suspect/vehicle/locations and report them to the Orange County Sheriff's Office Intelligence Unit at 407-504-6764 or email Intel@ocfl.net.