CAT Inbound

June 9, 2021

CAT Transit Advocates team up on vision board project

Call Center Supervisor Ashley Wilson recently paired the transit advocates into teams and tasked them with making vision boards of their goals for the rest of the year. With most working remotely, the project was devised as a way for the advocates to engage with their teammates. Their creative work was produced using an online graphic design site, Canva Teams, and we thought the vision boards should be showcased for all of CAT’s employees to appreciate.
Mandatory enrollment to continue through June 16

Attn. Employees: Mandatory enrollment began on Monday and will continue through Wednesday, June 16.

All the sessions will be held in the Multipurpose room at CAT Central.

Please bring your dependents and beneficiaries’ Social Security numbers to complete enrollment.

Monday, June 7-Friday, June 11: 10 a.m.-6 p.m.
Monday, June 14-Wednesday, June 16: 10 a.m.-6 p.m.
Employees can also enroll online at https://bit.ly/2TSbmRj.

Safety Spotlight by Chief Safety Officer Charles Hall

Safety and Security is critical in all organizations. Safety and Security is also everyone’s responsibility. When looking at the cornucopia of topics included in Safety and Security, it can be a little overwhelming. Therefore, it is best to continually have reinforcing discussions across all areas. This month’s safety and security focus is on suspicious or unattended packages. We all can encounter suspicious packages in our daily work routines — whether at the ITC, CAT Central, on routes, or even while on breaks. According to CSO- Magazine, a suspicious package can be described as any container—a box, backpack, briefcase, luggage—that is left unattended and is out of place. So, in the transit industry we are likely to encounter more suspicious or unattended packages than one may think.

The Department of Homeland Security reminds us that transit agency employees play a vital role in ensuring the safety and security of every customer within the transit system. Employees must remain alert for unattended items located within the transit system. Suspicion is based on place, circumstances and time. Not all unattended items are suspicious items. Generally anything that is Hidden, Obviously suspicious and not Typical (HOT) should be deemed suspicious. Usually, items left in conspicuous areas such as on seats, in a restroom, next to a vending machine, or on a station platform are simply forgotten or discarded items. In accordance with the Department of Homeland Security, APTA posits that transit employees should recognize the following as suspicious:

• Any unattended item incongruous to that location (e.g., a suitcase at a non-airport bus or train station).
• Any unattended item located in an out-of-the-way place where it is not readily visible.
• Any unattended item that matches something described in a reported threat or has a threatening note attached.

• Any unattended item that has visible wires, batteries, a clock or timer, bottles, tanks or bags attached.
• Any unattended item that is abandoned by someone quickly leaving the area.
• Any unattended item emitting an odor, mist or oily liquid, or leaking a powdery substance.

Understandably, this list does not include every possible description of a suspicious package, but when in doubt, assume that a suspicious or unattended item is dangerous.

Now that you have a good idea of what looks or seems suspicious, what should you do in the event you find yourself in a suspicious situation? Remember, your safety is paramount. But, here are a few things to consider when responding to or encountering a suspicious package:

• Do not touch an item that has been deemed suspicious.
• Do not use a radio or cell phone if an explosive device is suspected. It is recommended that no calls or transmissions be made within a distance of 300 feet from the device. It is recommended that a landline be used instead of wireless communications.
• Adhere to the Federal Bureau of Investigation (FBI) and Department of Homeland Security guidance for stand-off distances.
• Immediately make notifications through appropriate channels, providing your name, location and a description of the items.
• Be prepared to provide security and/or law enforcement arriving on scene with descriptions of the object, the location of the object, the suspicious nature of the object and, if applicable, a description of any people associated with the object.

There will be more information and discussions on Suspicious Packages because this topic needs to remain on everyone’s radar. When encountering a suspicious item, just think about Mexican Restaurants! You’re always warned not to touch the plate because it is HOT! Do not touch or attempt to handle suspicious packages. As always, stay safe.