



October 24, 2018

Dear County Party Chairs,

Today's shocking and potentially deadly acts of terror against President Obama, Secretary Hillary Clinton and others prompt us to remind all Democrats and Committees to be highly cautious and alert during these last days leading to the election on November 6. CDP encourages all county parties to take precautions and familiarize yourselves with what to do in certain emergency situations.

National news, like today's stories about explosive devices, often inspires copycats with real or imagined threats. While it's very unlikely any of us will receive a threat, it's important that we all know what to do. Do you know how to respond? Talk to your local law enforcement representatives now and find out. You and your local police or sheriff should have a plan worked out in advance.

Here are some tips we have gathered from different sources:

- Immediately report any suspicious mail or packages, threats or suspicious activity to law enforcement.
- Do not give out any specific security procedures via phone or via email.
- Use a buddy system – please do not stay at the office alone, especially at field offices.
- Keep an eye on the entrances at all times. For HQs with locks/door bells, please be sure to use them.
- If you receive suspicious mail or packages, the steps you should take are clearly outlined in [this](#) helpful guide from the Federal Bureau of Alcohol, Tobacco, Firearms and Explosives.
- If you are threatened or feel threatened by an angry or belligerent visitor, [this](#) guide will help you take steps to assess and understand the steps you should take.
- If you receive a bomb threat by phone, [this](#) checklist from the Department of Homeland Security provides clear instructions on what to do.

For cyber security, please refer to our memo on [Taking Precautions on Information Security During the 2018 Election Cycle and Beyond](#), also accessible online at [www.cadem.org/p2tv](http://www.cadem.org/p2tv)

We hope you find these guidelines useful. In the event you experience one of these unlikely but serious threats, please let the CDP Communications Team know after you report the incident to law enforcement. We're committed to the safety and security of every county party and to all Democrats throughout the state of California.

Sincerely,

John Vigna  
Director of Communications