I. Biological Hazards

A. Handling of Suspicious Letters/Packages and Chemical Spills - Institutions must establish methods to ensure safety of students and personnel in the event of a biological hazard. Contact 911.

1. Suspicious Letters/Packages - The following procedures constitute institutional response plans in the event of a possible “anthrax” type threat or incident.

a. The Dispatcher will:

(1) Obtain pertinent information about the location and status of the suspected item

(2) Note the location and ‘pop-up” number indicated on the dispatch telephone ID display

(3) Obtain a complete description of the item

(4) Determine if the item has been opened

(5) Instruct the caller to refrain from opening or further handling of the item

(6) Instruct the caller to discuss the situation only with persons on a “need to know” basis

(7) Instruct the caller to cover the letter/package/powder with paper, article of clothing or trash can (unless the caller has already left the room where the item is)

(8) Instruct the caller to leave the room where the item is located, close the door, and allow nobody to enter the room until the first officer arrives

(9) Instruct the caller to limit his/her contacts with other persons to the greatest extent possible

(10) Advise a supervisor, office-in-charge, or first available officer that a suspicious report has been received and the name of the building where the item is located

(11) Advise the Chief of Campus Police or Local Law Enforcement Officer

b. The First Responding Officer will:

(1) Go directly to the building involved and call the 911 dispatcher by phone

(2) Receive all pertinent information from the 911 dispatcher including whether or not the item has been opened

(3) Proceed to the area where the item is located, without entering the room if possible

(4) Ensure that the room/area where the device is located is secure (treat the area as a crime scene)

(5) Interview the caller to ascertain all pertinent information about the item

(6) Make an initial determination concerning whether or not the item is a questionable, possible, or probable threat.

c. Questionable Threat - Item is suspicious but no reason to believe it is a biological threat. If the item is a Questionable Threat item:

(1) Secure the item by triple sealing in sealed evidence bags or trash bags, remove from the building, and transport to Police Department

(2) Upon arrival of the Police Department, the sealed item will be placed into a designated Questionable Threat container, and the container will be placed into the weapons closet

d. Possible Threat - If the item is a Possible Threat:

(1) Evacuate all persons out of the immediate area

(2) Turn off fans, air ventilators, and HVAC

(3) Obtain a list of the names of all persons who came into contact with the item or were in the presence of the item

(4) Allow exposed persons to wash with soap and water

(5) Await the arrival of a command level supervisor

e. Probable Threat - If the item is a Probable Threat:

(1) Evacuate all persons out of the building, establish a perimeter -Turn off fans, air ventilators, and HVAC

(2) Request response of Local Fire Department

(3) Keep persons exposed to the item at the scene, in a secure location

(4) Coordinate decontamination process with fire department personnel

(5) Two-way radios and cell phones will not be used within 1,500 feet of the suspected device! All personnel cease use of radios.

f. Command Level Personnel will:

(1) Make a determination of the threat level

(2) Contact the Director of Public Safety

(3) Establish a command post if threat is Possible or Probable Threat

(4) Ensure that personnel decontamination process is completed

(5) Ensure that no person goes into the perimeter without adequate protection

(6) Contact the Local Police Department for Hazmat assistance

(7) Arrange for Transportation of evidence for analysis

(8) Maintain area until analysis determination is made

(9) Contact Health Department, TBI, FBI, etc. if analysis reveals biological threat

2. Chemical Spills

a. Hazardous chemicals are utilized on campus in various locations. Trains, tractor trailers and other vehicles that may be traveling on or near the campus may have hazardous chemicals that could threaten the environment of the campus as well.

b. The following steps will be followed in the event of a chemical or radiation spill:

(1) Any spillage of a hazardous material will be immediately reported to the appropriate, designated personnel (e.g., institutional law enforcement or physical plant)

(2) When reporting, be specific about the material involved and approximate quantities. Personnel will initiate the response of appropriate hazardous material response teams to clean-up the spill effectively.

(3) The site should be evacuated immediately and seal it off to prevent further contamination of other areas. AT NO TIME SHOULD ANYONE RE-ENTER THE AREA THAT HAS BEEN EVACUATED.

(4) If the evacuation is required, the person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the spill is located.