



## EMERGENCY PLAN for

### CHEMICAL OR BIOLOGICAL THREAT

If a telephone threat references a chemical or biological device or package, complete the [Checklist for Telephone Threats](#) (next page) and refer to safety procedures in the [Bomb Threat](#) and [Hazardous Materials Emergency Plans](#).

**This page addresses receiving, by mail or delivery service, a suspicious letter or package that might be a chemical or biological threat.**

**When sorting mail or receiving delivered packages:**

- Look for characteristics that make you suspicious of the content.
- Package not anticipated by Delgado or from an unfamiliar sender.
- Irregular placement or delivery location of the package/item.
- Package or envelope is rigid, bulky, or has excessive packaging, postage, or weight.
- Misspellings of common words, poor handwriting.
- Suspicious leaks, stains, or powdered substances.
- Vibrations, abnormal sounds, or strange odors.
- Absent or strange return address.

**If a letter/package is opened and contains a written threat but *no suspicious substance*:**

- Do not touch, move, or alter the package/object in any way.
- Inform others so that they also do not touch, move, or alter the package/object in any way.
- Notify Campus Police.
- Be prepared to provide your name, location, package/object location, and suspicious details.
- Limit access to the area in which the letter/package was opened to minimize the number of people who might directly handle it. It is considered criminal evidence.
- Ask the person who discovered/opened the letter or package to place it into another container, such as a plastic bag.
- Turn the letter/package over to law enforcement. Document all activities.

**If a letter or package is opened and contains some type of suspicious substance:**

- Notify Campus Police.
- Isolate personnel who have been exposed to the substance to prevent/minimize spreading contamination.
- Limit access to the area in which the letter/package was opened.
- Emergency officials will determine the need for decontamination of the area and the people exposed to the substance.

*Consider having gloves and zip-lock bags available at mail sorting areas.*



## CHECKLIST FOR TELEPHONE THREATS

**If you receive a telephoned threat (bomb/chemical/other):**

- **Remain calm.**
- **Do not hang up. Keep the caller on the line as long as possible and listen carefully.**

**Ask the following questions:**

- Where is the bomb/chemical or other hazard?
- When will it explode/be activated?
- What does it look like?
- What kind of bomb/hazard is it?
- What will cause it to explode/activate?
- What is your name?
- Did you place the bomb/hazard? WHY?
- Where are you?

Exact wording of the threat: \_\_\_\_\_

If voice is familiar, who did it sound like? \_\_\_\_\_

**Caller ID information:**

male	female	adult	juvenile	age
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**Call origin:**

local	long distance	internal	cell phone
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**Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.**

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep breathing		

**Background sounds: Check all that apply.**

Voices	Airplanes	Street noises	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system	Music	Factory machines	
Motor	Phone booth	Other:			

**Threat language: Check all that apply.**

Well-spoken (educated)	Foul	Taped	Incoherent	Irrational	Message read from script
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Did caller indicate knowledge of the building? Give specifics: \_\_\_\_\_

Person receiving call: \_\_\_\_\_ Phone number where call received: \_\_\_\_\_

**LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.**