

## **Bomb / Biological/ Chemical Threat**

1. Remain Calm and do NOT panic others.
2. If a **written message** is received, keep track of the following information:
  - Who found the item?
  - Who else was present when the item was discovered?
  - Where was it found or how was it delivered?
  - Who touched or handled it?
  - Have any previous threats been received?

### LIMIT HANDLING OF THE MESSAGE TO AS FEW PEOPLE AS POSSIBLE

3. If the threat is **received by telephone**, using a calm voice, try to obtain as much information as possible about the bomb and the caller:

- Date and exact time of call.
- Time set to explode?
- Which building is being threatened?
- The Specific Location in that building?
- Type of bomb? (pipe bomb, dynamite, plastic explosive, etc.)
- Why it was set to explode? (Why planted?)
- Identification of the target?
- Identification the caller?
- Estimated age and gender of the caller?
- Document the perceived emotional state of caller (i.e., agitated, calm, excited).
- Pay attention to Background noises (traffic, music, voices).

Note: KEEP A BOMB THREAT CARD UNDER YOUR PHONE.

4. DO NOT HANG UP THE PHONE (line on which threat was received); but rather phone authorities from a different telephone. Call 9-911 (Moorhead Police) AND xt.2449 Campus Security (MSUM) to report the threat.
5. Do **NOT** take it upon yourself to make the decision to evacuate the building. **NEVER** use the building's "fire alarm system" as a means to direct evacuation. (The facility's alarm system could be a "triggering mechanism" for an explosive instrument.)
6. The Administration, Campus Security, local Law Enforcement and other local authorities will determine a plan of action. **A decision on whether or not to evacuate the targeted site will be based on all available information received.**
7. If evacuation is directed, instruct occupants to take lunches, purses and other personal property (that could be mistaken for concealed explosives) and EXIT the building. If ordered to evacuate, move at least 300 feet away from the building to designated evacuation areas and wait for instructions.

8. Stay away from glass (windows, mirrors, etc.).

### **Bomb Threat: Identifying Suspicious Items**

- A. Look closely around work area when you arrive for work. This will help you if you are called on later to identify unusual/suspicious items.
- B. Report potential safety or security problems to on-site law enforcement and/or Campus Security (477-2449).
- C. Be on the lookout for anything “unusual,” particularly packages or large items seemingly left behind or thrown out. Note time and location of anything odd.
- D. If asked to assist in a search for a bomb:
  - Be thorough.
  - Do NOT use 2-way radios.
  - Do NOT touch anything you suspect to possibly be a bomb.
  - If necessary move people away from the suspicious item.
  - Look for anything and everything that might conceal a bomb.
  - Do not panic persons in the area.
- D. Follow all instructions from Law Enforcement and/or Campus Security.

### **IF YOU RECEIVE A LETTER OR NOTE THREATENING ANTHRAX CONTAMINATION:**

RELAX AND REMAIN CALM - Although any threatened use of biological agent must be treated as though it is real, experience has demonstrated that these are likely to be a HOAX. If the suspected biological agent is reported as Anthrax, be assured that it is NOT contagious, and that treatment is readily available if administered before the onset of symptoms.

### **WHAT SHOULD YOU DO**

- If it is a letter that you have opened, set it down gently at the location where you first read it. Then move to an area that will minimize your exposure to others. Avoid contact with others when possible, and remain in the area. Public Safety and Health responders will come to you.
- If a note is found, LEAVE IT ALONE.
- Advise co-workers of the incident and ask them to call 9-911 and/or Campus Security at 2449.
- If possible, have the buildings ventilation system shut down and turn off any fans in the area...Contact Campus Security.
- Do not allow others into the area. If anyone enters, they should stay until instructed to leave by Public Safety or Health responders.

- Remain calm. Exposure does not mean that you will become sick. Public Health responders will provide specific information and instructions about the symptoms and effective treatment to prevent illness.

### **WHAT SHOULD YOU NOT DO**

- Do not pass the letter or note to others to look at.
- Do not disturb any contents in the letter or note. Handling the letter may only spread the substance inside and increase the chances of it getting into the air.
- Do not ignore the threat. It must be treated as real until properly evaluated.

### **Identifying Suspicious Mail Packages [Look for:]**

- No Return Address
- Insufficient postage
- Is addressee familiar with name and address of sender?
- Is addressee expecting package/letter? If so, verify contents.
- Return address and postmark are not from same area
- Wrapped In Brown paper w/ twine
- Grease stains or discoloration on paper
- Strange odors
- Foreign Mail, Air Mail and Special Delivery
- Restrictive markings such as Confidential, Personal, etc.
- Excessive Postage
- Hand written or poorly typed addresses
- Incorrect Titles
- Titles, but no names
- Misspellings of common words/names
- Excessive weight
- Rigid Envelope
- Lopsided or Uneven envelope
- Protruding wires or tinfoil
- Excessive securing material such as masking tape, string, etc-
- Visual Distractions