

## Table of Contents

IMPORTANT PHONE NUMBERS.....	2
PROFESSIONAL TEAM PHONE NUMBERS.....	2
Horton .....	3
Gregory Street Fields .....	5
EMERGENCY RESPONSE PLAN.....	6
EVACUTION PROCEDURES .....	6
Fire .....	6
Gas Leak or Chemical Spill.....	7
Power Outage .....	7
Explosion .....	8
TARGETED VIOLENCE PROCEDURES .....	8
Active Shooter on Campus.....	8
Acts of Violence.....	8
SEVERE/INCLEMENT WEATHER .....	9
Thunderstorm/Lightning.....	9
Tornado.....	9
Snow.....	9
Earthquake .....	9
Heat.....	10
EMERGENCY CODING SYSTEM .....	10
MEDICAL EMERGENCY .....	10
For a medical emergency: .....	10
Pool / Water Emergencies: .....	11
Concussion Management: .....	11
Safety Officers: .....	11
Dispatching EMS: .....	11
BOMB THREAT .....	11
Appendix .....	12
.....	13

**\*\*Note that for any specifics about safety protocols in the Student Fitness Center or McCormick, students should refer to the safety manual for that facility, located in their Connect2 portal\*\***

# IMPORTANT PHONE NUMBERS

Agency	Phone Number
Ambulance/EMS & Normal Fire/Police	911
ISU Campus Police – Emergency	911
ISU Campus Police – Non Emergency	438-8631
ISU Environmental Health & Safety	438-8325
ISU Facilities Management (Before 4:30pm M-F)	438-5611
ISU Facilities Management Heating Plant (After 4:30pm M-F and Sat and Sun)	438-5656
ISU Parking and Transportation	438-8391
ISU Tech Support Help Desk	438-1111
McLean County Animal Control	(309) 888-5060
Normal Fire Department – Non Emergency	(309) 454-9689
Normal Police Department – Non Emergency	(309) 454-9535
Bromenn Hospital Poison Control Center	(309) 454-6666
University Information	438-4636 (INFO)
Large Blood Borne Pathogen Spill	Facilities Services M-F 8am-4:30pm at 438-5656 BSW Foreperson Sa-Su 8am-4pm at 261-7596 BSW “On Call” at 261-7568

# PROFESSIONAL TEAM PHONE NUMBERS

**Kelsey Orrill, Assistant Director- Competitive Sports: 618-967-4462**

**Beau Dill, Coordinator – Competitive Sports: 918-734-7901**

**Marisa Rush, Graduate Assistant – Competitive Sports: 217-799-7840**

If professional team member is not answering, leave a message containing the following information:

- Name
- Time of call
- Reason for call
- Steps that have been taken

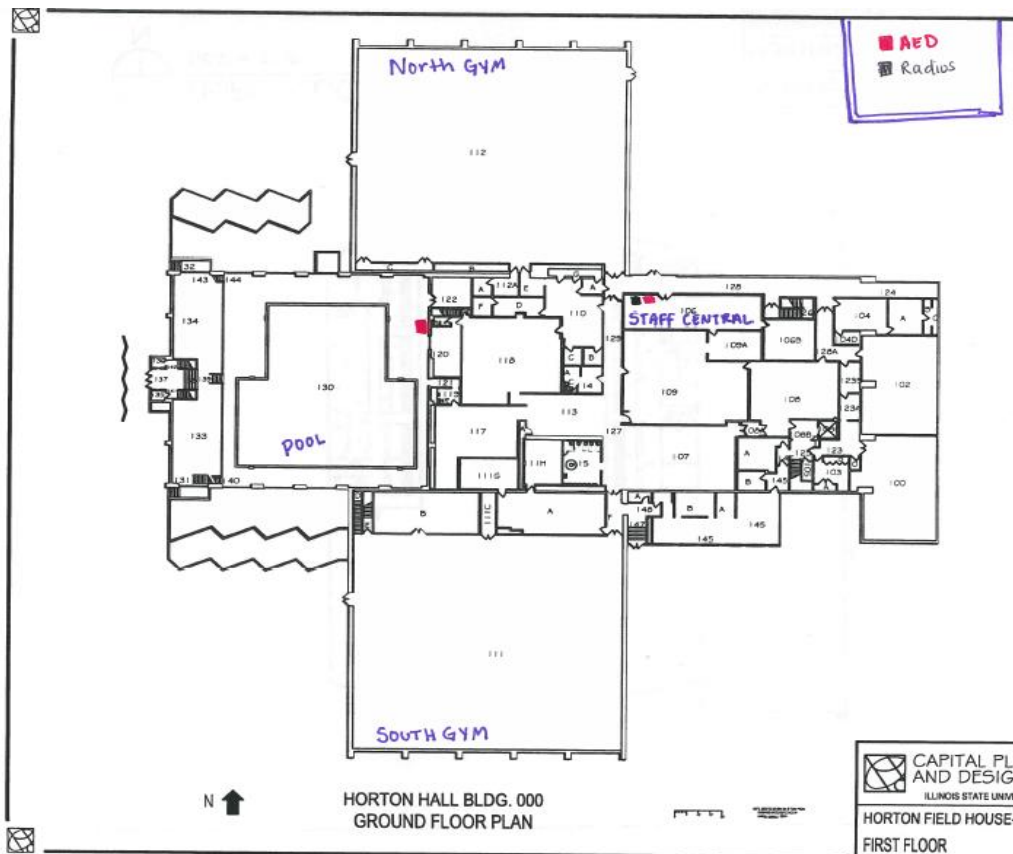
Student team members will continue to call until they have successfully reached at least one professional team member within their program.

If a critical incident listed within this manual occurs on shift, it is necessary to contact the primary person listed as a contact for that incident – regardless of the time of day, date, etc. Students should call the applicable person on the above table depending on the situation. If a student team member fails to reach the primary contact for that situation, students should call professional team members in order until one is reached.

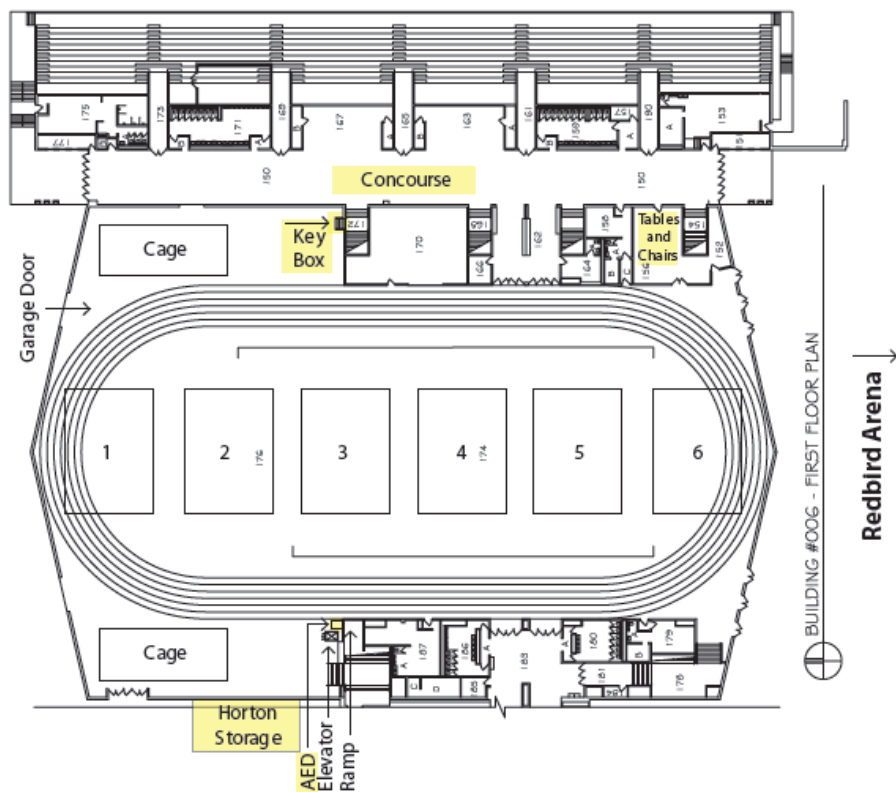
# Horton

<p><b>Building Address</b> 180 Adelaide St. Normal, IL 61761</p> <p>*Note: when dispatching EMS, direct which entrance to arrive. Someone should greet them at the certain entrance and direct them to the injured person(s).</p>	<p><b>Building Emergency &amp; Evacuation Contacts</b></p> <p><b>Primary:</b> Kelsey Orrill – Assistant Director of Competitive Sports <a href="mailto:korrell@ilstu.edu">korrell@ilstu.edu</a> Cell: (618) 967-4462 Office: (309) 438-2577</p> <p><b>Secondary:</b> Matt Seibring – Senior Associate Director <a href="mailto:mseibr@ilstu.edu">mseibr@ilstu.edu</a> Cell: (320) 248-7188 Office: (309) 438-5373</p>
<p><b>Other Building &amp; Key Contacts</b></p> <p>Facilities Management – (309) 438-5656 ISU Parking: (309) 438-8391 Environmental Health and Safety – (309) 438-8325 McLean County Animal Control: (309) 888-5060 ISU Police:  <ul style="list-style-type: none"> <li>- Emergency: 911</li> <li>- Non-Emergency: (309) 438-8631</li> </ul> </p>	<p><b>Unique Hazards/Threats:</b></p> <p><b>Emergency Coding System:</b>  <b>Code Red</b> – Injury  <b>Code Blue</b> – Breathing/Sudden Illness  <b>Code Black</b> – Targeted Violence            Code 240 – Fight            Code Adam – Lost Child            Patron Priority – Patron needing urgent assistance</p> <p><b>Biohazard Bin Location:</b> Horton 106, also known as ‘Staff Central’</p>
<p><b>Evacuation Assembly Area</b></p> <p><b>North Gym:</b> west door – Tri Towers, east/main door – Outdoor Track  <b>Pool:</b> south door – Redbird Arena, west door – Tri Towers  <b>Fieldhouse:</b> south door – Redbird Arena, north door – Outdoor Track  <b>South Gym:</b> west door – Tri Towers</p>	<p><b>Shelter in Place</b> Locker rooms and/or restrooms throughout facility</p>
<p><b>AED Locations:</b></p> <ol style="list-style-type: none"> <li>1. Horton 106, also known as ‘Staff Central’</li> <li>2. Pool (on wall by sliding door entrance to Athletic Lounge)</li> <li>3. Fieldhouse (on wall on left hand side of elevator (to left of ramp))</li> </ol>	

## Horton – Ground Floor



## Horton – Field House and Concourse



# Gregory Street Fields

<p><b>Building Address</b> 1020 Gregory St Normal, IL 61761</p> <p>*Note: when dispatching EMS, if the injury is closer to RAC, give address for that building: 1700 Gregory St</p> <p>*Please Note: for the safety of participants, we ask that dogs remain at the tree lines during programming (service dogs excluded)</p>	<p><b>Building Emergency &amp; Evacuation Contacts</b></p> <p><b>Primary:</b> Kelsey Orrill – Assistant Director of Competitive Sports <a href="mailto:korri@ilstu.edu">korri@ilstu.edu</a> Cell: (618) 967-4462 Office: (309) 438-2577</p> <p><b>Secondary:</b> Matt Seibring – Senior Associate Director <a href="mailto:mseibr@ilstu.edu">mseibr@ilstu.edu</a> Cell: (320) 248-7188 Office: (309) 438-5373</p>
<p><b>Other Building &amp; Key Contacts</b></p> <p>Facilities Management – (309) 438-5656 ISU Parking: (309) 438-8391 Environmental Health and Safety – (309) 438-8325 McLean County Animal Control: (309) 888-5060 ISU Police:  <ul style="list-style-type: none"> <li>- Emergency: 911</li> <li>- Non-Emergency: (309) 438-8631</li> </ul> </p>	<p><b>Unique Hazards/Threats:</b></p> <p><b>Emergency Coding System:</b>  <b>Code Red</b> – Injury  <b>Code Blue</b> – Breathing/Sudden Illness  <b>Code Black</b> – Targeted Violence  Code 240 – Fight  Code Adam – Lost Child  Patron Priority – Patron needing urgent assistance</p> <p><b>Biohazard Bin Location:</b> CRECOPS Building (Supervisor Gator during programming)</p>
<p><b>Evacuation Assembly Area</b></p> <p>As GSF is an outdoor space, evacuation/shelter in place would include clearing student team members and participations away from the hazard, including instructing them to return to vehicles and/or leave premises.</p>	<p><b>AED Locations:</b> CRECOPS Building (Supervisor Gator during programming)</p>



## EMERGENCY RESPONSE PLAN

It is a requirement of employment for most professional and student team members to be certified in American Red Cross, First-Aid, CPR and AED. All professional and student team members will be trained on the Emergency Response Plan upon being hired by Campus Recreation. ***At no time should team members put themselves in harm's way or risk safety to implement any step of the Emergency Response Plan. Should a position or team member be unavailable or unable to assist with an emergency, assignments will be determined by the Competitive Sports Supervisor on duty.*** The only exception to this is when we are overseeing programming in the SFC/McCormick. In those instances, get participants out of our space and then assist the Facility Manager with their needs for the rest of the building.

## EVACUTION PROCEDURES

Building evacuations may be necessary for several reasons. Often, there is limited time to make the decision to evacuate. WHEN IN DOUBT, GET OUT! Evacuations are required for fire alarm activations, confirmed, or suspected fires, gas leaks, chemical spills, power outages and immediately following an earthquake. In the event of an evacuation, see tables for evacuation locations for Horton and GSF. For programming in the Student Fitness Center and McCormick Hall, evacuate to the SFC mini quad (see map below). In the event of an evacuation during severe/inclement weather, the Student Fitness Center will evacuate to the Degarmo 1<sup>st</sup> floor lobby and McCormick Hall will evacuate to the State Farm Hall of Business 1<sup>st</sup> floor lobby. Following the evacuation, the Facility Manager (SFC/McCormick) or Competitive Sports Supervisor (Horton and GSF) will receive the "All-Clear" status from Environmental Health and Safety (EHS), Normal Fire Department, or Illinois State University Police Department (ISUPD). Staff should enter the building first before allowing patrons/users back into the building.

### Fire

When an evacuation has been ordered or initiated due to a fire alarm, all building occupants are to immediately evacuate. If you see smoke or fire, immediately evacuate by following the nearest EXIT signs:

- If the alarm is not already sounding, pull the nearest fire alarm pull station to alert other building occupants of the fire
- If nearby, take your cell phone and radio with you
- Evacuate your designated area of the building
- Be alert for smoke as you exit the building
- Before exiting through a door, check the door handle. If the door or handle are hot to the touch or smoke is present, do not open the door
- DO NOT use elevators if evacuating due to a fire or fire alarm
- Evacuate to the designated Evacuation Assembly Area. If you have knowledge of the specific location of the fire, its source or other pertinent information, call 911 once safely out of the building. Assist anyone needing help while not compromising your own safety
- Advise Emergency Personnel if you are aware of any person taking refuge in an Area of Rescue Assistance
- Advise the Evacuation Coordinator if you believe someone is missing or trapped inside and/or is in need of assistance. The Evacuation Coordinator will, in turn, inform the police or fire department
- Stay out of the way of emergency personnel and equipment
- Do not re-enter the building until you are approved to do so by the University Police, Fire Department or Environmental Health and Safety

If trapped in the building:

- Try to get as far away from the fire/smoke as you can and take refuge in a room, preferably one with an outside wall and window
- Attempt to seal the base of your door (wet towel or cloth if possible) to prevent smoke from entering
- Call 911 and let them know your situation and location
- If possible, move to a window and signal for help

If the fire is small enough and you are properly trained:

1. Pull the nearest fire alarm
2. Call 911 for Horton/GSF or radio for the MSA to call 911 if in SFC/McCormick
3. Attempt to extinguish the fire with a fire extinguisher
  - a. If utilizing a fire extinguisher is not safe, evacuate the building immediately
4. Evacuate your designated area of the building
5. Meet in the Evacuation Assembly Area
6. Inform the professional staff members of the fire
7. Complete an Incident Report – team members to have first contact with the incident should complete the form with assistance from other team members or patrons that witnessed the event

#### Fire Extinguisher Information

Portable fire extinguishers are readily available in university buildings and may be used provided the following conditions are met:

- The fire alarm pull station has been activated and the alarm is sounding
- The observer has been trained on the use of the portable fire extinguisher and feels confident that they can safely extinguish the fire
  - *You are not required to fight the fire. If you are uncomfortable, or unfamiliar with usage of a fire extinguisher, you are not required to do so*
- If nearby, take your cell phone with you
- Before fighting a fire, ensure that the fire does not block your escape path – in other words, position yourself with your back to your escape route when you fight the fire
- Ideally, there should also be a second person with an extinguisher to act as a backup and as a lookout
- To attack a small fire, initially position yourself with the extinguisher 6 to 8 feet away from the fire and then work your way closer, if necessary, but only if it is safe to do so. Starting too close may scatter the burning contents before the extinguishing agent does its job
- To use a fire extinguisher, it is helpful to remember the acronym PASS:
  - **PULL** the pin on the extinguisher
  - **AIM** the extinguisher nozzle at the base of the fire
  - **SQUEEZE** the discharge (top) handle fully on the extinguisher
  - **SWEEP** the nozzle steadily back and forth across the fire until it is out
- Once the fire has been extinguished, ensure that ISU PD has been notified and is enroute so they can evaluate whether further response is needed
- Ensure that someone keeps an eye on the extinguished fire until ISU PD arrives in the event the fire rekindles

#### **Gas Leak or Chemical Spill**

1. Call 911 for Horton/SFC or radio for the MSA to call 911 if in SFC/McCormick
2. Evacuate your designated area of the building
3. If it is safe to do so, close doors or block off areas to contain the leak or spill
4. Meet ISU PD in the Evacuation Assembly Area to inform them of the events leading up to the leak or spill
5. Inform the professional staff members of the leak or spill
6. Complete an Incident Report – team members to have first contact with the incident should complete the form with assistance from other team members or patrons that witnessed the event

#### **Power Outage**

1. Retrieve a flashlight (located at each First Aid location)
2. Call Facility Management if at Horton/GSF or radio MSA if in SFC/McCormick
3. Evacuate building and/or follow instructions in SFC/McCormick
4. No patrons should be allowed to enter space during
5. Inform the professional staff members
6. Do not re-enter the building until you are approved to do so by the University Police, Fire Department or Environmental Health and Safety

7. Complete an Incident Report – team members to have first contact with the incident should complete the form with assistance from other team members or patrons that witnessed the event
8. Once the power is restored, staff should enter the building first before allowing patrons back into the facility

### **Explosion**

1. Immediately take cover
2. Call 911 for Horton/SFC or radio for the MSA to call 911 if in SFC/McCormick
3. Remain inside the building until it is considered safe to exit
4. Follow the Evacuation Procedure once determined it is safe to evacuate

## **TARGETED VIOLENCE PROCEDURES**

During certain circumstances, such as an active aggressor on campus, an ISU Emergency Alert may be issued with instructions to shelter in a safe location. Patrons and staff members should shelter in their current location that is safe and secure given the information that is available. Patrons will not be forced to stay and may leave during the event of an emergency if they decide. However, if they decide to stay in the facility, they must move to a safe, secure location in the building and may not continue their workout. It is considered trespassing, and the patron will be addressed after the emergency event is over. If the patron(s) try to continue their workout, are not moving to a safe and secure location or are not leaving the facility, write down identifying factors and fill out an Incident Report after the shelter in place is over.

### **Active Shooter on Campus**

1. If possible, run to a safe area and take precautions until an all-clear message is issued. Response depends on the situation, which is unpredictable.
2. If you can't run, hide in what you believe to be a safe place. Get down, take cover, turn lights off, close blinds and if possible, lock/barricade the door.
3. If you can't run or hide, fight with everything you have.

### **Acts of Violence**

Acts of violence may include, but is not limited to:

- Armed robbery
- Person with a weapon
- Shots fired
- Active shooter
- Hostage situation

When any of the acts of violence listed above have occurred on or near campus, ISU PD will issue an ISU Emergency Alert. All personnel will need to assess their particular situation to determine the appropriate course of action.

Depending on your situation, you may have to Run, Hide, or Fight.

When an ISU Emergency Alert has been issued for an act of violence, you should:

- Remain calm
- Assess your situation
- Consider:
  - Your location as compared to the intruder's location
  - Whether you have a better chance of getting to a safe location by running to another building, other location or to stay put and take shelter
- If the decision is to take shelter inside the building:
  - Close and lock windows and doors leading to adjacent areas
  - Barricade doors if possible
  - Lower and close windows and blinds
  - Turn off room lights
  - Keep quiet and silence cell phones



- Remain out of view from any interior windows or block the view through the window
- If confronted by the intruder, a decision to overpower them may be your only option for survival

## **SEVERE/INCLEMENT WEATHER**

The SFC is a critical function for students and will remain a normal operating schedule whenever possible, but the same does not apply for Horton and Gregory Street Fields. The SFC will generally be open during regular hours, though portions of the facility may be closed. Formal programs, such as group fitness classes or intramural sports, may be cancelled or postponed if playing conditions and/or instructor travel are affected.

The Campus Recreation website ([www.campusrecreation.illinoisstate.edu](http://www.campusrecreation.illinoisstate.edu)) will post any weather-related schedule changes. For more information on the university's inclement weather status, check the university website ([www.ilstu.edu](http://www.ilstu.edu)).

There are several weather-related emergencies that can happen that will not require emergency or maintenance personnel's attention. These are situations where the Competitive Sports Supervisor will need to make a sound decision to keep patrons and team members safe. If an ISU Emergency Alert is issued for destructive thunderstorm warning or tornado warning, SFC staff and patrons should take the precautions indicated in that message.

### **Thunderstorm/Lightning**

During a thunderstorm, participants may continue playing in the SFC & Horton, but Gregory Street Fields will have different considerations as it's an outside facility. We cannot require patrons to remain in our facility and they may leave at their own risk. Things to consider during a thunderstorm:

- Be conscientious of weather. Severe weather may cause power outages
- The pool does not close for thunderstorms or lightning
- Should the power go out, retrieve flashlights, and follow power outage evacuation steps

### **Tornado**

A *tornado watch* means weather conditions are favorable for the development of tornados or tornado like activity. A *tornado warning* means a tornado has been sighted in the area. If a tornado warning is issued for ISU's campus, an ISU Emergency Alert will be issued instructing everyone to shelter.

In the event that an ISU Emergency Alert has been issued for campus, staff should encourage participants to seek shelter in designated areas. While staff cannot require participants to stay in the building, if they stay in our space, they do need to shelter in a designated safe shelter in place location.

Shelter in place locations for our different spaces can be found in the Facility Tables above. If in SFCM, defer to their team.

### **Snow**

Campus Recreation will operate in accordance with the university in the event of a snow emergency/closure. If an administrative closure is declared before work begins, contact a supervisor as to whether to report to work due to weather conditions. If an administrative closure is declared while at work, an Supervisor should contact a pro team member as to what happens with programming. In the case of an administrative closure during a shift:

1. Wait to close space until the Supervisor receives an ISU Emergency Alert or the professional staff say to
2. Inform the participants in the building that the space is closing due to severe winter weather. All participants must leave the building
3. Go through closing procedures and secure the facility
4. Complete an Incident Report if there are any issues with closing and/or securing the building

### **Earthquake**

The following steps should be used when dealing with an earthquake:

1. Remain calm
2. Seek refuge under a desk, table or stable item and face away from windows/glass

3. Cover the back of your neck and head. If outside, get to the nearest open space. Stay away from buildings, overhangs, utility poles, trees, and power lines
4. Perform First Aid at Evacuation Assembly Areas
5. Contact professional staff
6. Complete an Incident Report – team members to have first contact with the incident should complete the form with assistance from other team members or patrons that witnessed the event

After the earthquake:

1. Call 911 only to report an injuries or immediate health hazards
2. If in the building, exit the building and report to the Evacuation Assembly Area
3. Remain there until released by the Evacuation Coordinator. Advise the Evacuation Coordinator of anyone who may be trapped in the building

## Heat

IHSA details guidelines for what to do in the case of extreme heat and uses Wet Bulb Globe Temperature as a guide. Details about exercise modifications based on the current heat index can be found at [this link](#). Students can also use [weather.dtn.com](http://weather.dtn.com) when on shift. Log-in information is in Connect2.

## EMERGENCY CODING SYSTEM

Code Calls	Assigned To
Code Red	Injury
Code Blue	Cardiac Emergency
	Unconscious Emergency
	Breathing Emergency
	Sudden Illness Emergency
Code Black	Hostile Intruder
Code 240	Fight
Code Adam	Lost Child
Patron Priority	Patron needing urgent assistance

**Note:** An easy way to remember the different types of Code Blue's is to use the acronym CUBS:

- C – Cardiac Emergency
- U – Unconscious
- B – Breathing Emergency
- S – Sudden Illness

## MEDICAL EMERGENCY

### For a medical emergency:

- Call 911 and provide information (if programming is in SFCM, Facility staff will activate 911):
  - Location – name and address of the building
  - Description of person & injury
  - Where to enter the building – Supervisor should meet EMS at applicable entrance of facility.
- Provide assistance consistent with your level of knowledge/training

- Do not attempt to move a person with a suspected head or neck injury unless there's imminent danger
- Remain with the individual until emergency medical personnel arrive. Be prepared to share pertinent information with the Emergency Responders
- If blood is involved in the incident and you believe you had contact with it, wash the affected area thoroughly. Ask ISU PD for directions regarding whom to contact for blood borne exposure management
- Automated External Defibrillators (AEDs) should be used in the event of a sudden cardiac arrest emergency. Cardiopulmonary Resuscitation (CPR) can be performed by anyone trained in CPR
- Complete an Incident and/or Accident Report – team members to have first contact should complete the form with assistance from other team members or patrons that witnessed the event

### **Pool / Water Emergencies:**

When working a shift in Horton's pool, the lifeguards are trained on what to do in various emergency situations. They will also have a radio to communicate with Competitive Sports Team Members. Assist them in any way they may need during this time. The Supervisor will also complete an Accident Report. If a bloodborne issue happens in the pool, the Supervisor should clear all participants, cancel practices for the remainder of the night, and notify Facilities Management.

### **Concussion Management:**

If you suspect someone has sustained a head, neck, or back injury they should be removed from play immediately. If they have fallen or taken a hit and are still on the ground, do not move them and support their neck/head. Reference the Head Injury Checklist in the Appendix, the Supervisor will complete an Accident Report, and the student will receive the Concussion Handout either via paper copy or they can take a picture of the materials on the iPad.

### **Safety Officers:**

Each club is required to have at least one safety officer at on-campus practices. They each have the same Red Cross certification as our team and have been trained in injury response. Our team can utilize them in injury response when it comes to providing care and supporting the situation, like directing an ambulance to your location.

### **Dispatching EMS:**

When overseeing programming in Horton and GSF, the Competitive Sports Team will make the call to 911. When overseeing programming in the SFC or McCormick, the Student Team Member on duty (whether it's a Monitor or Supervisor), will radio to MSA that 911 is needed and the Facilities Team will make the call to 911.

## **BOMB THREAT**

If you receive a bomb threat by phone, you should:

- Remain calm & Keep the caller on the phone as long as possible (do not hang up the phone the call was received on)
- Secure as much information as possible (including the caller's number with caller ID)
- Call or have someone call the ISU PD via 911 immediately from another campus phone
- Meet with ISU PD officers when they arrive to the scene and provide detailed information about call
- Use the bomb threat procedures sheet located in the appendix

# Appendix

## Head Injury Checklist

Perform initial assessment, once you are sure there is a potential head injury please complete the following steps:

1. If you do not have the First Aid Kit and AED make sure another student team member is retrieving them
2. Check the victim for any of the followings signs & symptoms, if any two of the below symptoms are observed please call 9-1-1 and make a note of your observation:
  - ☐ Loss of consciousness
  - ☐ Vomiting
  - ☐ Difficulty thinking clearly or paying attention
  - ☐ Balance problems
  - ☐ Difficulty processing information
  - ☐ Irritable, or great emotional swings
  - ☐ Sensitivity to light or noise
3. Ask the following questions, if the participant cannot correctly reply call 9-1-1 and make a note of their response:
  - Do you know where you are?
  - What day is it today?
  - Hold up two fingers and ask:
    - How many fingers am I holding up?
    - While looking at my fingers does anything appear blurry?
- Ask the following questions, if the participant answers yes call 9-1-1 and make a note of their response:
  - Did you lose consciousness at any point after the collision?
  - Do you feel like you have a headache?
  - Are you experiencing a hazy or groggy feeling?
  - Are you experiencing any nausea?
- Provide the student with the Concussion Awareness Handout
- Continue on to ask the student the SAMPLE questions and begin to complete the injury report

## BOMB THREAT PROCEDURE

*This checklist is designed to help employees and other decision-makers at Illinois State University respond to a bomb threat in an orderly and controlled manner. For more details, visit [www.dhs.gov/what-to-do-bomb-threat](http://www.dhs.gov/what-to-do-bomb-threat)*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information by using the checklist on the right side of this page.

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself from another phone.
5. If your phone has a display, copy the number and/or any letters from the Caller ID on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, CALL 911 immediately with information and await instructions.

### If a bomb threat is received by handwritten note:

- Call 911
- Handle note as minimally as possible

### If a bomb threat is received by email:

- Call 911
- Do not delete the message

### If a package/delivery seems suspicious: DO NOT USE TWO-WAY RADIOS OR CELLULAR PHONES—RADIO/CELLULAR SIGNALS MAY DETONATE

#### Signs of a suspicious package:

No return address	Unexpected delivery
Excessive postage	Poorly handwritten
Stains	Incorrect titles
Strange odor	Foreign postage
Strange color	Restrictive notes (such as,
Strange sounds	"Only to be opened by...")

### If a package is determined to be suspicious:

- Call 911 from land line/VOIP phone
- Refer to Emergency Guide in the Safe Redbirds App
- Refer to Department Emergency Response Plan
- Enact evacuation protocols as directed in Department ERP

## PHONE THREAT CHECKLIST

DATE: \_\_\_\_\_ TIME OF HANGUP: \_\_\_\_\_

TIME: \_\_\_\_\_ CALLER ID #: \_\_\_\_\_

NUMBER/AREA CALLED: \_\_\_\_\_

## ASK CALLER:

Where is it located? \_\_\_\_\_

When will it go off? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of device is it? \_\_\_\_\_

What will set it off? \_\_\_\_\_

Did you place it? [YES] [NO]

Why? \_\_\_\_\_

What is your name? (and/or) Whom do you represent? \_\_\_\_\_

## EXACT WORDS OF THREAT:

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## INFORMATION ABOUT CALLER:

Estimated age: \_\_\_\_\_ Is voice familiar? \_\_\_\_\_

Whom does it sound like? \_\_\_\_\_

Caller's Voice	Background Sounds	Threat Language
<b>Female</b>	Animals	Incoherent
<b>Male</b>	Household	Reading from Script
<b>Accent</b>	Kitchen	Taped/Recorded
Calm	Bar/Restaurant	Irrational
Clearing Throat	Booth	Profane
Coughing	PA System	Well-Spoken
Cracking Voice	Conversation	
Deep	Music (kind)	
Deep Breathing	Motor/Engine	Other
Disguised	Static	Information: _____
Distinct	Office Equipment	_____
Excited	Factory Machinery	_____
Laughing		_____
Lisp		_____
Loud		_____
Nasal		_____
Normal		_____
Ragged		_____