



**Valley Forge Military Academy & College  
1001 Eagle Road  
Wayne, PA 10987**

# Crisis Response Guide

**29 August, 2017**

# **1. CADET MISSING/KIDNAPPING**

## **CADET MISSING**

- Notify the Officer-in-Charge (OIC) at 610-989-1258. Confirm that the Commandant or his representative will call 911.
- Ascertain cadet's last known location, where cadet was heading, where cadet was going, what cadet was wearing and any other relevant information.

## **KIDNAPPING**

- Notify the Commandant or his representative through the OIC at 610-989-1258.
- Call 911.
- Attempt to obtain a license plate number, description of the cadet and kidnapper, etc.

## **2. BUS ACCIDENT OFF CAMPUS**

### **ADULT CHAPERONE:**

Notify the OIC at 610-989-1258

### **IF THERE ARE INJURIES:**

- Refer to vehicle SOPs.
- One chaperone: The adult bus chaperone should remain with the uninjured students at the accident scene. Obtain the name and location of the receiving hospital prior to the evacuation. Maintain contact with the Commandants Office/OIC.
- More than one chaperone: accompany injured cadets to the hospital and establish contact with the Commandant's Office or the OIC.

### **COMMANDANT OR OIC:**

- The President or his designee will address media questions as appropriate.
- Direct all accident related calls to Lee Hall, or the Crisis Response Team.

### **3. ASSAULT**

#### **ENSURE THE SAFETY OF STUDENTS AND STAFF FIRST**

- Notify the Commandant or his representative through the OIC at 610-989-1258.
- For any Assault call 911.
- Seal off area to preserve evidence and disperse onlookers.
- If victim requires medical attention, follow Medical Emergency procedures. (TAB 15)
- Locate witnesses/try to separate.
- Document all activities witnessed by staff.

#### **DO NOT LEAVE THE VICTIM ALONE**

## **4. FIGHT/DISTURBANCE**

- Ensure the safety of students and staff first. Never intervene alone if you can help it.
- Call for other staff and work as a team, especially when separating participants.
- Call 911/Notify the OIC at 610-989-1258.
- Be sure the person has no weapons before approaching.
- Give brief clear assertive directions to the person. Do not make any abrupt moves.
- Do not invade the person's body space. Keep a distance of at least 5 feet.
- Do not block the exit door.
- Avoid standing directly in front of the violent person. Stand at a 45 degree angle with open posture. Be non-threatening, do not become the target to be attacked.
- Do not let a crowd incite participants. Disperse onlookers and keep others from congregating in the area.
- When participants are separated, do not allow further visual or verbal contact.
- For fights or disturbances that elevate to possible assault level, refer to Assault guidance. (TAB 3)

## **5. SUICIDE/SUICIDE THREAT**

### **SUICIDE THREAT**

- Treat any suicide reference by a cadet as a serious event.
- Do not leave cadet alone
- The adult must stay with the cadet until Medical/Counseling staff arrives or transport to Health Center, if appropriate.
  - Contact Director of Health Center at 610-989-1515/1517/1518.
  - Try to calm the suicidal person.
  - Take cadet to the Health Center.
  - DHC will coordinate transport to the local Emergency Room for appropriate psychiatric evaluation and treatment and provide all necessary documentation.
  - DHC will contact and inform the cadets' parents/guardians.
  - DHC will contact Director of Cadet Life.

### **SERIOUS INCIDENT REPORT:**

A serious incident report (SIR) must be completed and filed immediately concluding the event. All actions by staff and or cadets throughout the course of events must be fully noted.

### **SUICIDE ATTEMPT**

**Follow procedure for medical emergency, Section 13**

## **6. HAZARDOUS MATERIAL SPILL**

### **INCIDENT OCCURS IN SCHOOL OR BARRACKS:**

- Notify building administrator/office.
- Call 911 if the situation is life threatening or an emergency. If the type and/or location of hazardous material is known, report that information to 911.
- Call the OIC at 610-989-1258
- Evacuate to an upwind location, taking class or unit rosters. Take attendance after evacuation.
- Seal off area of leak/spill. Close doors.
- Resume normal operations when fire officials or emergency services responders approve.

### **INCIDENT OCCURS NEAR SCHOOL PROPERTY:**

- Fire or law enforcement will notify school officials.
- Crisis Response Team will provide guidance regarding evacuation, shelter in place, etc.
- Resume normal operations when fire officials approve.

## **7. DEMONSTRATION**

### **IF DEMONSTRATORS ARE NEAR, BUT NOT ON SCHOOL PROPERTY:**

- Notify the OIC at 610-989-1258 and the Director of Security at 610-989-1277 who will then call 911.
- Monitor situation.

### **IF DEMONSTRATORS ARE ON SCHOOL PROPERTY:**

- Ensure safety of cadets and staff, particularly safe entry and exit from the building(s)/area in the vicinity of the demonstration.
- Notify the OIC at 610-989-1258 and the Director of Security at 610-989-1277.
- The Director of Security or OIC asks demonstrators to leave school property, warning them that they are violating the state trespass statute. They will then notify law enforcement, if necessary.
- If demonstrators leave, continue to monitor the situation.
- If demonstrators do not leave, notify law enforcement. The Director of Security or OIC may initiate “lockdown.” (See Lockdown Procedures – TAB 10)



## 8. SHOOTING

### **IF A PERSON DISPLAYS A FIREARM OR BEGINS SHOOTING:**

#### **INITIATE A.L.I.C.E.:**

**A.L.I.C.E.** is an acronym for 5 steps you can utilize in any order to increase your chances of surviving a surprise attack by an Active Shooter. Use sound judgment based on information provided to make tactical decisions to remove yourself from the threat as soon as possible.

- Alert
- Lockdown (Enhanced)
- Inform
- Counter
- Evacuate

**Alert:** Can be anything that alerts you or others to a possible Active Shooter. Call 911 and notify the Director of Security 610-989-1277/OIC 1258

**Lockdown:** If you decide not to evacuate 'Lockdown' and enhance with barricades, use anything at hand to fortify the area. Look for alternative escape routes and formulate a plan should the intruder breach your location. Once secured, do not open the door to anyone.

**Inform:** Use any means possible to pass on real time information to the authorities and local area. This is critical so that you and others can make tactical decisions as the threat develops.

**Counter:** This is the use of simple, proactive techniques should you be confronted by the Active Shooter. Anything can be used as a weapon, distract by creating as much noise and movement as possible and attack in a group (swarm). If you have control of the shooter, call 911 and tell the police where you are and listen to their commands when the officers arrive on scene.

**Evacuate:** When safe to do so, remove yourself from the danger zone as quickly as possible. Run in a zigzag pattern as fast as you can and do not stop until you are as far away from the threat as possible.

## **9. Hostage**

### **WITNESS TO A HOSTAGE SITUATION:**

**If the hostage-taker is unaware of your presence, DO NOT INTERVENE!**

- Call 911. Give the dispatcher the details of situation.
- Notify the Director of Security 610-989-1277/OIC at 1258.
- Seal off area near hostage scene.
- Document all activities.
- Police will take control of hostage scene; incident commander coordinates with police.

### **IF TAKEN HOSTAGE:**

- Cooperate with hostage-taker to the fullest extent possible.
- Try not to panic. Calm students if they are present.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage-taker.
- Ask permission to speak; do not argue or make suggestions.

## **10. LOCKDOWN PROCEDURE**

**ONE MEANS OF SECURING THE SCHOOL IS TO IMPLEMENT LOCKDOWN PROCEDURES. THESE PROCEDURES MAY BE CALLED FOR IN THE FOLLOWING INSTANCES:**

- Lockdown – The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.
- Lockdown with intruder – The threat/intruder is inside the building.

**NOTE: If the Intruder is armed/violent, then ALICE would be initiated.**

### **LOCKDOWN PROCEDURES:**

- Building administrator will order and announce “lockdown” procedures. Repeat announcement several times. Be direct. Code words lead to confusion.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Cadets remain in their allocated “locked” rooms.
- Pull shades on windows (if applicable). Keep students away from windows.
- Control all movement. Disable bells. Move on announcement only.
- Building administrator will announce “all clear.”

### **LOCKDOWN WITH INTRUDER PROCEDURES (THESE ACTIONS HAPPEN RAPIDLY):**

- Building administrator will order and announce “lockdown with intruder.” Repeat announcement several times. Be direct. Code words lead to confusion.
- Immediately direct all students, staff and visitors into nearest classroom or secured space. Students who are outside of the building SHOULD NOT enter the building. Move outside classes to primary evacuation site.
- Lock classroom doors. Cover door windows.
- DO NOT lock exterior doors.
- Pull shades on windows (if applicable). Keep students away from windows and doors.
- Turn off lights.
- Barricade the door if possible “Harden the Target.”
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Building administrator will announce “all clear.”

## **11. SHELTERING IN PLACE**

**Sheltering in place provides refuge for students, staff, and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.**

**Sheltering in place is used when evacuation would put people at risk (i.e. tornado, environmental hazard, blocked evacuation route).**

**Shelter areas may change depending on the emergency.**

### **BUILDING ADMINISTRATORS:**

- Identify safe areas in each school building.
- Announce that students and staff must go to shelter areas.
- Bring all persons inside building(s).
- Teachers, Commandant, Staff take rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- Account for all cadets after arriving in shelter area.
- Remain in shelter areas until the Director of Security, Commandant, building administrator or emergency responder declares that it is safe to leave.

### **IF ALL EVACUATION ROUTES ARE BLOCKED:**

- Stay in room and close door.
- Keep air as clean as possible.
- Seal door.
- Open or close windows, as appropriate.
- Limit movement and talking in room.
- Communicate your situation to the Director of Security 610-989-1277 or 484-321-1697, Commandant, the building administrator, or emergency officials by whatever means possible.

## **12. INTRUDER**

### **INTRUDER — AN UNAUTHORIZED PERSON WHO ENTERS SCHOOL PROPERTY:**

- Politely greet intruder and identify yourself.
- Consider asking another staff person to accompany you before approaching intruder.
- Inform intruder that all visitors must register at the main office.
- Ask intruder the purpose of his/her visit. If possible, attempt to identify the individual and/or vehicle.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.
- Notify building administrator or law enforcement.

### **IF INTRUDER REFUSES TO LEAVE:**

- Notify the Director of Security at 610-989-1277/OIC at 1258.
- Call 911: Normally the Director of Security, OIC, or building administrator will notify law enforcement if intruder refuses to leave. However, anyone may notify law enforcement if the situation is an emergency.
- Give law enforcement full description of intruder.
- Back away from intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
- Be aware of intruder's actions at this time (where he/she is located in school building, whether he/she is carrying a weapon or package, etc.).
- Maintain visual contact, if possible. Knowing the location of the intruder is less disruptive than doing a building-wide search later.

Should the situation escalate quickly, consider initiating a lockdown procedure.

## **13. MEDICAL EMERGENCY/DEATH**

### **LIFE-THREATENING INJURY OR ILLNESS:**

- Call 911.
- Give full attention to victim and put on gloves:
  - Make sure airway is clear and patient is breathing.
  - Administer CPR, if needed and you are trained.
  - Locate, acquire and use AED if appropriate.
  - If necessary, control bleeding by applying direct pressure to wound.
  - Do not move injured person unless he or she is in immediate danger of further injury.
  - Wait for emergency personnel to arrive.
  - Provide comfort.
  - When victim is stable, contact Director of Health Center at 610-989-1515/1517/1518, or OIC at 610-989-1258.
  - Provide pertinent information about victim to emergency medical personnel.

### **IN CASE OF DEATH AT SCHOOL:**

- Notify the Health Center at 610-989-1515/1517/1518, OIC at 610-989-1258 and Commandant at 1276.
- The Commandant or the Health Center will contact 911.

### **NON-LIFE-THREATENING INJURY OR ILLNESS:**

- Make sure patient is stable.
- Contact Director of Health Center at 1515/1517/1518, and OIC at 1258.
- Transport to Health Center

### **SERIOUS INCIDENT REPORT:**

A serious incident report (SIR) must be completed and filed immediately concluding the event. All actions by staff and or cadets throughout the course of events must be fully noted.

## **14. FIRE**

### **IN THE EVENT OF A FIRE, SMOKE FROM A FIRE, OR DETECTION OF A GAS ODOR:**

- In the event of discovering fire, an initial attempt should be made to extinguish the fire using locally situated portable firefighting equipment, without putting yourself in danger.
- Activate fire alarm and notify building occupants. (“Shout Fire, Fire, Fire”)
- Call 911. OIC at 610-989-1258.
- Evacuate students and staff to the designated assembly area (Primary, Alternate, Remote).
- These areas should be a safe distance away from emergency personnel.
- Be aware of the arrival of emergency responders. See maps of evacuation routes and assembly areas located at each class room door and barracks’ entrances.
- Follow primary fire drill route whenever possible. Follow alternate or remote route if primary route is blocked or dangerous.
- Take class, barracks, and attendance rosters, respectively.
- Take attendance after evacuation.
- Report missing students to Commandant or building administrator immediately.
- If trapped by fire, go to Shelter-in-Place Procedures.

### **BUILDING ADMINISTRATOR:**

- Building administrator notifies fire department (call 911) and OIC at 610-989-1258.
- Building administrator or designee meets with emergency officials as soon as possible.
- After consulting with appropriate officials, building administrator may move students to an Alternate or Remote Assembly Area in the Field House/Gym, if weather is inclement or building is damaged.
- Do not reenter buildings until they are declared safe by fire or law enforcement personnel.
- Building administrator notifies staff and students of termination of emergency.

**SUMMER CAMP:** Procedure will remain in place, except that the Director of Summer Camp will be notified at 610-989-1253.

## **15. WEAPONS**

### **STAFF OR STUDENTS WHO ARE AWARE OF A WEAPON BROUGHT TO CAMPUS:**

#### **INITIATE A.L.I.C.E. (PAGE 8):**

- Call 911 if you suspect this is a life threatening situation. Director of Security will normally call 911 if this is not an emergency.
- Immediately notify the Director of Security at 610-989-1277, Commandant or a Representative, the OIC at 610-989-1258, building administrator, and other teachers or staff members.
- Give law enforcement the following information:
  - Name of person suspected of bringing the weapon.
  - Location of the weapon.
  - Whether the suspect has threatened anyone.
  - Note any other details that may prevent the suspect from hurting someone or himself/herself.

### **TEACHERS WHO SUSPECT THAT A WEAPON IS IN THE CLASSROOM: STAY CALM.**

- Do not call attention to the weapon.
- Notify the Director of Security 610-989-1277 or 484-321-1697, or building administrator, as soon as possible.
- Teacher or Commandant Staff should not leave the classroom or barracks.

### **COMMANDANT OR BUILDING ADMINISTRATOR:**

- Call 911 to report that a weapon is suspected in school and the need for assistance from law enforcement.
- Type of weapon.
- Safety of persons in the area.
- State of mind of the suspected person.
- Accessibility of the weapon.
- Separate cadet/staff member from weapon, if possible.
- If the suspect threatens you with the weapon, DO NOT try to disarm him/her. Back away with your hands up. STAY CALM.
- Follow health and welfare inspection procedures if you need to conduct a weapons search.



## **16. SEVERE WEATHER**

### **TORNADO/ SEVERE THUNDERSTORM WATCH HAS BEEN ISSUED IN THE AREA NEAR SCHOOL:**

- Notify the Commandant at 610-989-1276, OIC at 610-989-1258, Facilities at 610-989-1350, and building administrators.
- Monitor NOAA Weather Radio All Hazards (National Weather Service) or emergency alert radio stations such as WKYW AM 1060.
- Bring all persons inside building(s).
- Close windows.
- Review tornado drill procedures and location of safe areas.
- Review "drop and tuck" procedures with students.

**Tornado safe areas are interior hallways or rooms away from exterior walls and windows and away from large rooms with long ceilings span.**

### **TORNADO/SEVERE THUNDERSTORM WARNING HAS BEEN ISSUED IN AREA NEAR SCHOOL, OR A TORNADO HAS BEEN SPOTTED NEAR SCHOOL:**

- Notify the Commandant at 610-989-1276, OIC at 610-989-1258, Facilities at 610-989-1350, and building administrators.
- Monitor NOAA Weather Radio All Hazards (National Weather Service) or emergency alert radio stations such as WKYW AM 1060.
- Move cadets and staff to safe areas.
- Close classroom and barracks room doors.
- Take cadet rosters.
- Ensure that students are in "tuck" positions.
- Take attendance.
- Remain in safe area until warning expires or emergency personnel have issued an all-clear signal.

**Post diagrams in each classroom showing routes to areas. Attach a building diagram showing safe areas.**

### **FLOODING:**

- Notify the Commandant at 610-989-1276, OIC at 610-989-1258, Facilities at 610-989-1350, and building administrators.
- Monitor NOAA Weather Radio All Hazards and emergency alert radio stations such as WKYW AM 1060. Stay in contact with emergency management officials.
- Review evacuation procedures with staff.
- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be flooded.

**SUMMER CAMP:** Procedures remain in place during summer camp, except the Director, Summer Camp is notified at 610-989-1253.

# **17. BOMB THREAT**

## **CRITICAL INFORMATION:**

- Schools are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the school, not the responding agencies, unless a device is located.

## **PROCEDURES UPON RECEIVING A BOMB THREAT:**

- By phone call:
  - Complete the **Checklist for Telephone Threats**.
- By Written Note:
  - Preserve evidence.
  - Place note in plastic bag, if available. (Do not touch with bare hands)
  - Photograph words written on walls.
- Notify the Commandant at 610-989-1276, OIC at 610-989-1258, or Facilities at 610-989-1350.
- Notify 911.
- Building administrator orders evacuation or other actions according to threat assessment and school policy.

*Caution: Overreacting may encourage additional threats.*

## **SCANNING PROCESS CONSIDERATIONS:**

- Scan classrooms and common areas for suspicious items. Scans should be made by people who are familiar with the building. Assign staff to certain areas of the building. Keep in mind that a bomb could be placed *anywhere* on school property — inside or outside.
- Any suspicious devices, packages, etc., should be pointed out to emergency responders. Do not touch.

## **ONCE A DEVICE IS LOCATED, EMERGENCY RESPONDERS TAKE RESPONSIBILITY FOR IT.**

## **EVACUATION CONSIDERATIONS:**

- If a decision is made to evacuate, notify staff via phone system, hardwired PA system or by messenger. Do not use cell phones, radios or fire alarm system because of risk of activating a device.
- While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as-is. Leave room doors unlocked. Take class rosters.

**SUMMER CAMP:** Procedures remain in place during summer camp, except the Director, Summer Camp is notified 610-989-1253.

## 18. EVACUATION

**EVACUATION IS DEFINED AS THE PROCESS FOR TOTALLY CLEARING AN AREA OR BUILDING DUE TO A DANGEROUS SITUATION.**

**SOME REASONS FOR EVACUATION INCLUDE FIRE, STRUCTURAL DAMAGE, OR HAZARDOUS MATERIALS.**

<b>Response</b>	<b>Signal</b>	<b>Verbal</b>
Shannon Hall Evacuation	Continuous Double Bell Bursts	“Evacuate to Primary/Alternate/Remote Assembly Area”
Hart Halls Evacuation	None	“Evacuate to Primary/Alternate/ Remote Assembly Area”
Barracks Evacuation	Public Address System	“Evacuate to Primary/Alternate/ Remote Assembly Area”
Library Evacuation	None	“Evacuate to Primary/Alternate/ Remote Assembly Area”

### **IN THE EVENT OF A DANGEROUS SITUATION REQUIRING EVACUATION:**

- Call 911.
- Notify the Commandant at 610-989-1276, OIC at 610-989-1254, Facilities at 610-989-1350 and building administrator(s).
- Announce evacuation to a designated assembly area (Primary, Alternate, and Remote).
  - All class rooms in school buildings or foyers in the barracks should have an evacuation plan including a primary, alternate, and remote route for evacuation.
  - The planned routes for evacuation should be posted next to each door in every classroom or foyer.
  - A Dean or the Commandant will normally initiate an evacuation; however, teachers or tactical officers may initiate an Evacuation, if there is an immediate danger in the room such as fire, gas leak, or HAZMAT spill.
- Teachers, TAC Officers and Library Staff will evacuate with the class lists, unit rosters, and attendance lists, respectively.
- Lead all individuals in the area through the planned evacuation route to the pre-designated assembly area outside the building. If time permits, have cadets take jackets or sweaters with them.
- If the primary route is blocked, staff should inform all cadets in their care and take students through a secondary route.
- Take attendance immediately upon completion of evacuation, staff should to ensure that all cadets and adults are accounted for. The results of the attendance roll should be reported immediately to the Dean and/or Commandant.
- Remain with their class or group away from the evacuated area until the "All Clear" signal is sounded or further direction from the Incident Commander is given.

**FOR SUMMER CAMP:** Procedures remain in place, except that the director of Summer Camp will be notified at 1253.

## 19. TELEPHONE THREAT

**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:

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- If voice is familiar, who did it sound like?

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**Caller ID Information:**

Male	Female	Adult	Juvenile	Age
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**Call Origin:**

Local	Long Distance	Internal	Cell Phone
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**Callers Voice: 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 a script
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Did caller indicate knowledge of the building? Give specifics:

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

**LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP!**

Call the Commandant at 610-989-1276, OIC at 610-989-1258 or building administrator.

**FOR SUMMER CAMP:** Above Procedures remain in place, except that the director of Summer Camp will be notified at 1253.

## **20. CHEMICAL OR BIOLOGICAL THREAT**

**IF A TELEPHONE THREAT REFERENCES A CHEMICAL OR BIOLOGICAL DEVICE OR PACKAGE, COMPLETE THE CHECKLIST FOR TELEPHONE THREATS PROCEDURES AND REFER TO SAFETY PROCEDURES IN BOMB THREAT AND HAZARDOUS MATERIALS SECTIONS.**

**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:
  - Excessive postage, excessive weight.
  - Misspellings of common words.
  - Oily stains, discolorations, odor.
  - No return address or showing a city or state in the postmark that does not match the return address.
  - Package not anticipated by someone in the school or not sent by a known school vendor.

**IF A LETTER/PACKAGE IS OPENED AND CONTAINS A WRITTEN THREAT BUT NO SUSPICIOUS SUBSTANCE:**

- Notify building administrator and law enforcement.
- 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 the Commandant at 610-9891276, OIC at 610-989-1258, Director of Security at 610-989-1277, Facilities at 610-989-1350 and building administrator.
- Notify law enforcement.
- Isolate the people who have been exposed to the substance. The goal here is to prevent/minimize spreading contamination.
- Limit access to the area in which the letter/package was opened.
- Ask the person who discovered/opened the letter/package to place it into another container, such as a clear plastic zip-lock bag. Handle with gloves if possible.
- Emergency officials will determine the need for decontamination of the area and the people exposed to the substance.

**INCIDENT COMMANDER AND BUILDING ADMINISTRATOR:**

- Determine, along with emergency officials, whether evacuation is necessary.

- Building administrator notifies superintendent. Notification is made to parents/guardians, according to district policies.
- Implement post crisis procedures as necessary.

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

**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.

## **21. CHEMICAL OR BIOLOGICAL THREAT** **CONTINUES CHECK OFF SHEET**

**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 a 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***