

## **Chemical Spill , Radiation Leak, HazMat Situation, Suspicious Parcels**

Hazardous chemicals are utilized on campus in various locations. Also, trains, tractor trailers and contractors that may be traveling on or near campus may have hazardous chemicals that may threaten the environment of the campus in the event of a spill. The following steps will be followed in the event of a chemical or radiation spill:

- Any spillage of a hazardous chemical or radioactive materials will be reported immediately to the ABAC Police (Department of Public Safety) at 391-5060.
- When reporting, be specific about the material involved and approximate quantities. The Senior Supervisor on duty will contact the Director of Public Safety (or Assistant Director of Public Safety as alternate) and will initiate contact with the appropriate hazardous material response team to clean-up the spill.
- The key person on site should vacate the affected areas at once and seal it off to prevent further contamination of other areas until the arrival of ABAC Police (Department of Public Safety) personnel. **AT NO TIME SHOULD SOMEONE RE-ENTER AN AREA THAT HAS ALREADY BEEN EVACUATED.**
- 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.

### **A1.1 Mail Screening Checklist**

Staff responsible for incoming mail should maintain an awareness of the possibility of anthrax threat letters and/or suspicious parcels. This checklist outlines common features of anthrax threat letters and other suspicious parcels.

- The parcel is unexpected or is from someone unfamiliar to you.
- No return address or the return address can't be verified as legitimate.
- The parcel is addressed to someone no longer with the office or department.
- Excessive postage.
- Hand written or poorly typed addresses.
- Misspelling of common words.
- Restrictive markings such as "Confidential", "Personal", etc.
- Excessive weight oddly shaped, lopsided.
- The parcel has protruding wires, strange odors, or stains.
- The parcel emits or contains a powdery substance.

#### **IF YOU RECEIVE A LETTER OR NOTE THREATENING ANTHRAX CONTAMINATION OR IF YOU DETECT A SUSPICIOUS PARCEL, RELAX AND REMAIN CALM-**

- Although any threatened use of a 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.

#### **WHAT SHOULD YOU DO**

- If it is a letter that you have opened, set it down gently at the location where you first opened it. If possible, place the envelope or package in a plastic

bag or some other type of container to prevent leakage of the contents. If a container is not available, then cover the envelope or package with anything (clothing, paper, trashcan, etc.) and do not remove this cover.

- Close the door to the office or section off the area to prevent others from entering. Move to an area that will minimize your exposure to others. Avoid contact with others, when possible, and remain in the area. Wash your hands with soap and water to prevent spreading any powder to your face. ABAC Police (Public Safety) and Health responders will come to you.
- Make a list of all people who were in the room/area or have since entered the area where the suspicious letter or parcel was recognized.
- If it is a note that you happen to find, LEAVE IT ALONE.
- Advise a coworker in the immediate area what has happened and ask them to call ABAC Police (Public Safety) at 391-5060 or “911” from any campus phone.
- Do not allow others into the area. If anyone enters, they should stay until instructed to leave by ABAC Police (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 YOU SHOULD 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 spread the substance inside and increase chances of it getting into the air.
- **Do not** ignore the threat. It must be treated as real until properly evaluated.

ABAC Police (Public Safety) suggests that all “junk mail” not be opened and be trashed. If you are not aware of who the sender of your mail is, do not open it.

#### **IF YOU RECEIVE A THREAT BY TELEPHONE**

##### **WHAT YOU SHOULD DO**

- Call ABAC Police (Public Safety) at 391-5060 or “911” from any campus phone.
- Remain calm. Similar threats have proven false and this is likely to be a hoax as well.
- Listen carefully to the caller so you can recall the details later. Listen for background noises. Note the characteristics of the caller’s voice. Review the GBI Bomb Threat caller sheet which was provided to every office and is located in the ABAC Emergency Plan.

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

- Do not ignore the threat. It must be treated as real until properly evaluated.

Do not argue with or antagonize the caller.