

## APPENDIX H: ADDITIONAL EMERGENCY PROCEDURES

### BIO TERRORISM:

1. Do not shake or empty the contents of any suspicious envelope or package.
2. Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then cover the envelope or package with anything (e.g., clothing, paper, trash can) and do not remove this cover.
4. Leave the room and close the door or section off the area to prevent others from entering, contact Campus Security at 757.233.8888, and wait for Campus Security to arrive.
5. Wash your hands with soap and water to prevent spreading any powder to your face.

### BOMB THREAT:

1. Upon receiving a bomb threat call or report, try to continue talking with the caller in order to ascertain the following:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does it look like?
  - Why did the caller place the bomb?
  - Time of call.
  - Age and gender of caller.
  - Speech pattern, accent, possible nationality, etc.
  - Emotional state of the caller.
  - Background noise.
2. As soon as the call is disconnected, notify Campus Security at 757.233.8888 and then call The Virginia Beach Police Department at 911. **When calling from a campus telephone, press 9, wait for a dial tone, and then press 911.** Campus Security must be contacted in order to provide proper assistance and directional assistance for the Virginia Beach Police Department.

**HAZARDOUS MATERIALS SPILL:** A hazardous material is any compound which is flammable, corrosive, detonable, toxic, radioactive, and oxide, and etiological agent or is highly reactive and which may have detrimental effects upon operating and emergency personnel, the public, equipment and/or the environment.

1. If an accident involving a hazardous material occurs, prompt notification of Campus Security at 757.233.8888 is required.
2. Practice extreme caution.
3. Contact the Director of Health Services, Mary Cureton, R.N., at 757.455.3108 to administer first aid if appropriate.
4. Alert the Physical Plant at 757.455.3365 to assist with proper clean up.

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### Continued

HOSTAGE SITUATIONS - Where a person is held against his/her will by an individual(s) who intend to use the safety of that person as a means of escape or bargaining.

BARRICADE SITUATION - Where a person has restricted his/her own movement and defied authorities, indicating by his/her actions that there is intent to harm his/her self or jeopardize the safety and welfare of others. The barricaded person may or may not have taken a hostage or made a threat to his/her own life.

Campus Security is not adequately staffed or equipped to implement an effective response to a hostage or barricade situation. The Virginia Beach Police Department has well-trained and equipped units that are experienced in this specific area.

1. In the event of a hostage or barricade situation, call The Virginia Beach Emergency Services at 911. **When calling from a campus telephone, press 9, wait for a dial tone, and then press 911.**
2. Then contact Campus Security at 757.233.8888.