

Sample Checklist for Terrorism

DIRECTIONS: Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

DATE: _____

Action Item	Completed
Bio-Terrorism Threat Procedures:	
Upon receipt of a bio-terrorism threat by telephone, write down information from the caller. Make every effort to: <ul style="list-style-type: none"> • Prolong the conversation as much as possible. • Identify background noises. • Note distinguishing voice characteristics. • Question caller as to nature of bomb, placement of bomb, and when it is to explode. • Try to determine caller's knowledge of facility. • Note time of call. 	
Inform Principal/Designee of the threat.	
If caller's threat implies an immediate threat, call 911.	
Follow Bomb Threat Procedures.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
Suspicious Substance/Mail Procedures:	
If suspicious substance is not associated with mail: <ul style="list-style-type: none"> • Attempt to identify the substance and its origin (it may be a spill). • Isolate the area so exposure to other people is limited. • Shut down HVAC systems. 	
If suspicious substance is a spill, staff should clean up the spill.	
If substance and its origin are unknown, call 911 to request Law Enforcement, Fire Department, and Rescue/Ambulance Assistance.	
If injuries have resulted from the suspicious substance, notify the School Nurse and other trained staff to administer First Aid.	
Implement Hazardous Materials Procedures.	

<p>Identify unusual mail and label it as suspicious if:</p> <ul style="list-style-type: none"> • It's unexpected or from someone unknown. • It's addressed to someone no longer at the address. • The address is handwritten and there is no return address or bears one that you can't confirm as legitimate. • The package is lumpy or lopsided. • The wrapping is stained. • It's sealed with an excessive amount of tape. • Package is marked with excessive restrictions such as "personal" or "confidential". • Package is marked with excessive postage. 	
<p>Handling of suspicious mail is as follows:</p> <ul style="list-style-type: none"> • Handled as little as possible. • Wear protective gloves. • Do not shake, bump, or sniff it. • Place item in plastic bag. • Wash hands thoroughly with soap and water. 	
If mail meets above criteria, call 911 to summon law enforcement.	
Law enforcement takes control of suspicious mail.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
Communications:	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
Cautions/Notes:	
Incident Command will work closely with the police and fire personnel once they arrive on the scene.	