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:** _______________________

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Completed</th>
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<tbody>
<tr>
<td><strong>Bio-Terrorism Threat Procedures:</strong></td>
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<td>Upon receipt of a bio-terrorism threat by telephone, write down information from the caller. Make every effort to:</td>
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<td>• Prolong the conversation as much as possible.</td>
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<td>• Identify background noises.</td>
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<td>• Note distinguishing voice characteristics.</td>
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<td>• Question caller as to nature of bomb, placement of bomb, and when it is to explode.</td>
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<tr>
<td>• Try to determine caller’s knowledge of facility.</td>
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<td>• Note time of call.</td>
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<td>Inform Principal/Designee of the threat.</td>
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<td>If caller’s threat implies an immediate threat, call 911.</td>
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<td>Follow Bomb Threat Procedures.</td>
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<td>Call staff meeting to hold a review of the incident and discuss changes to procedures.</td>
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<td>Update checklist, if necessary.</td>
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<tr>
<td><strong>Suspicious Substance/Mail Procedures:</strong></td>
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<td>If suspicious substance is not associated with mail:</td>
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<td>• Attempt to identify the substance and its origin (it may be a spill).</td>
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<td>• Isolate the area so exposure to other people is limited.</td>
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<td>• Shut down HVAC systems.</td>
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<tr>
<td>If suspicious substance is a spill, staff should clean up the spill.</td>
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<tr>
<td>If substance and its origin are unknown, call 911 to request Law Enforcement, Fire Department, and Rescue/Ambulance Assistance.</td>
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<td>If injuries have resulted from the suspicious substance, notify the School Nurse and other trained staff to administer First Aid.</td>
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<td>Implement Hazardous Materials Procedures.</td>
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</table>
Identify unusual mail and label it as suspicious if:

- 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.

Handling of suspicious mail is as follows:

- 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.