Incident Response Plan

Containment, Decontamination and Emergency Response Procedures

† Enter Name of Agents and/or Toxins

[TEMPLATE INSTRUCTIONS:]

PI:

Complete all areas in **Red** Times New Roman Size 12 *and* marked with this symbol. †

Once completed, reformat ONLY completed section text to Arial size 10, Black to match the document.

Items in **Red** and indicated with this symbol, ¥ are instructions only and shall be removed before publishing this document.

Environmental Health & Safety
8/3/2012
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General Information:

Any labs or research facilities that either work with Select Agents, or work with regulated materials such as recombinant DNA, Infectious Agents, Aerosol and transmissible Diseases or Controlled Substances are subject to have a Security Access Plan in place based on the outcome of a Threat Assessment Matrix (TAM). Any Risk Factors with a score of 50 or higher are required to complete this Security Access Plan to implement in their lab. Similarly, an Incident Response Plan will also be required under those circumstances.

The Responsible Official (RO) shall be the Director of Environmental Health & Safety or another qualified member of the Institutional Biosafety Committee unless otherwise stated. If at any time, the RO is unavailable, the Alternate Responsible Official (ARO) shall assume all duties and responsibilities for the RO in his/her absence.

The University Police as mentioned within this plan are sworn officers of the California State Police. They enforce Local, State and Federal law and shall investigate and take appropriate action on any issues involving this plan as necessary.

The contents of this plan are based on information contained in the Site Specific Risk Assessment which includes the Threat Assessment Matrix for all specific locations. This plan is considered “confidential information” and due to security concerns, it shall only be distributed on a need-to-know basis.

Contact Information

| Responsible Official: | David L. Patterson  
| Director of Environmental Health & Safety  
| Work: (909) 869-3695  
| Home: (     ) - |
| Alternate Responsible Official: | Name of ARO  
| Title of ARO  
| Work: (     ) -  
| Home: (     ) - |
| Principal Investigator/Location: | PI/Building #, Room # |
| Agents/Toxins: | † Click Here to Enter Agent or Toxin |
| Authorized Individuals: | † Authorized Individuals (RO, ARO, PI, Students, etc.) |
| University Police (Emergency): | DIAL 911 from a Campus Phone |
| University Police (Non-Emergency): | (909) 869-3070 |
| Center for Disease Control (CDC): | (404) 718-2000 |
| Select Agents Program: | |
Roles and Responsibilities

This section outlines the personnel roles for all included parties. Furthermore, lines of communication and authority have been listed to facilitate the communication process during an emergency. Parties listed within this section should be present during all drills to train on the contents of this plan as well as the duties and responsibilities afforded within this document to those individuals.

Environmental Health & Safety/ Responsible Officials

The Director of Environmental Health & Safety/Responsible Official or the Alternate Responsible Officials in the Director’s absence has primary authority for planning and response to a hazardous substance (Infectious, Chemical or Radiologic Agents) releases under this plan. In this capacity, the Director or his designees reports to the Associate Vice President for Human Resource Services. Additionally, the Director communicates directly with the University Police Chief, University Emergency Services Coordinator, Student Health Center Director, Los Angeles County Fire Department, or others on an as needed basis for planning and response to a release. More detailed information is included in the larger campus Emergency Management Plan.

If the Responsible Official or Alternate Responsible Official is on site in the Laboratory during a release that individual will assume the position of Incident Commander. While on site in the Laboratory they will comply with this plan.

Building Marshals and Floor Captains

The Building Marshals and Floor Captains are responsible for planning, assessing and responding to emergencies in specific campus buildings. If these individuals are on site in the Laboratory during a release they will assume the position of Incident Commander, until relieved by the Responsible Official/Alternate Responsible Official or higher ranking official. While on site in the Laboratory they will comply with this plan. More detailed information is included in the larger campus Emergency Management Plan.

Principal Investigator and Laboratory Workers

The Principle Investigator and Laboratory Workers are responsible for complying with this plan and the University’s Emergency Procedures. In the absence of the Responsible Official/Alternate Responsible, Building Marshal, Floor Captains or a higher ranking official, the Principle Investigator will assume the role of Incident Commander.

University Police Department (Emergency Coordinator)

University Police and more specifically the Emergency Services Coordinator is responsible to be familiar with this document to facilitate the process of coordinating emergency efforts and access for off-site agencies such as LA County Fire Department, ambulance services etc.
Los Angeles County Fire Department

The Los Angeles County Fire Department should be provided an opportunity to attend any response training or drills regarding regulated materials, including Select Agents. Furthermore, LACFD shall serve as a consultant to the university to ensure that all restricted areas are appropriately indicated through proper signage, placards, warnings and labels. Highly secure areas such as Select Agents where LACFD is not trained or properly equipped to enter, procedures with the agency shall be developed as to how these areas will be handled during an emergency situation.

General Coordination

Upon making any revisions of this plan, EH&S shall send current copies to University Police Chief, University Emergency Services Coordinator, Student Health Center Director, Los Angeles County Fire Department, Building 4 Principal Building Marshal, Building 4 Floor Captains in Biological Sciences and other response personnel as deemed necessary.

Rescue Procedures

Any injury or trapped individual should be reported to the laboratory supervisor, and timely and appropriate action shall be taken to evacuate such individuals from the laboratory and to obtain appropriate medical treatment. Individuals providing medical aid, first-aid or rescuing people should wearing appropriate personnel protective equipment.

Minimum Response Protection Level:

- Face protection (goggles, mask, face shield or other splatter guard).
- Protective laboratory coat.
- Gloves

Follow the “Emergency Medical and First-Aid” below for injured individuals. Medical treatment and First aid should be administered outside the containment area if the injured person is ambulatory.

If an accident involves a biohazard spill, move the injured person away from the spill. Inactivate the spill after attending the injured person. Do not attempt to move a non-ambulatory person unless it is absolutely necessary.

Remove from the injured person all protective clothing (i.e., lab coat) that may have been contaminated, and rip away the protective clothing only if necessary. Do not move a seriously injured person to remove protective clothing. Wash any contaminated skin with disinfectant such as Betadine or soap and water. If it is not feasible to decontaminate an injured individual needing extensive medical assistance, follow procedures for a contaminated patient listed under the “Release Response” Section of this plan.
Environments Health & Safety
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Emergency Medical Treatment & First-Aid

Specific Medical First-Aid for † Agent or Toxin Name

† Click here to complete this section. You should indicate the Route of exposure of the above listed Agent or Toxin, and the Symptoms of exposure. Identify procedures for post-exposure treatment, e.g. administration of antitoxin, location of antitoxin and contact information.

The following information is extracted from the University's “Emergency Procedures Pamphlet”. This pamphlet is incorporated by reference and must be posted in the laboratory or readily visible and accessible.


Injury/Illness

- In the event of a serious illness or injury on campus, immediately call University Police. Dial 9-1-1 on a campus phone do not use 9-1-1 on a cell phone. Dial (909) 869-3070 to access University Police on a cell phone.
- Do not move a seriously injured person, or one who appears to be seriously ill, unless it is a life-threatening situation.
- Determine if the injured individual is contaminated. If the injured individual is contaminated advised emergency response personnel, follow procedures listed in this plan to protect yourself and others from exposure/contamination.
- Give your name, location and telephone number, and as much information as possible regarding the nature of the injury or illness, and whether or not the victim is conscious or contaminated.
- All on-campus injuries, even though minor, must be reported to your immediate supervisor. The university has an agreement with MEDIC-1 ambulance so that any injured or ill person will be transported to Student Health during business hours at no charge to the patient. Dial (909) 869-3070 to request medical transport.

For Emergency treatment of injuries or illnesses Dial 911 from any on campus telephone

First Aid

- Campus police officers are trained in first aid and cardio pulmonary resuscitation (CPR). An automatic external defibrillator is available through University Police. Do not attempt to render first aid unless you have been trained to do so.
- Remain with the victim until campus police officers arrive. Keep the ill or injured person as calm and comfortable as possible. You should list below the names of persons in your building or department who are trained in first aid and/or CPR, should they be needed.
Notification

Any of the following will be reported to Responsible Official or Alternate Responsible Official and University Police.

Additionally, if Select Agents are present, the Responsible Official or Alternate Responsible Official shall notify the Center for Disease Control (CDC) Select Agents Program at (404) 718-2000 or via Fax at (404) 718-2096. The Responsible Official or Alternate Responsible Official will then submit “APHIS/CDC Form 3 - Report of Theft, Loss, or Release of Select Agents and Toxins” for all thefts, losses or releases to the CDC within 7 calendar days.

- Any release of a Regulated Materials (or Select Agents /Toxins).
- Suspected or known loss or theft of a Regulated Material (or Select Agents /Toxins), including unresolved inventory discrepancies.
- Security breaches in the Regulated Material (or Select Agents /Toxins) use or storage location.
- Security breaches in computer systems containing information regarding Regulated Materials(or Select Agents /Toxins).

If this incident occurs after hours, the University Police shall be notified. The University Police shall contact the Responsible Official or Alternate Responsible Official.

Recombinant DNA Incident Reporting

Spills and accidents which result in overt exposures to organisms containing rDNA molecules must be reported to the Responsible Official (RO) and/or Alternate Responsible Official (ARO).

The Responsible Official and/or Alternate Responsible Official will immediately report these incidents to the Institutional Biosafety Committee and NIH/OBA at 301-496-9838 or via Fax at 301-496-9839. Written reports to NIH/OBA shall be sent to the Office of Biotechnology Activities, National Institutes of Health, 6705 Rockledge Drive, Suite 750, MSC 7985, Bethesda, MD 20892-7985 (20817 for non-USPS mail).

Theft, Loss or Inventory Discrepancies

- Any theft/loss of select agents or toxins, alteration of inventory records or unexplained inventory record discrepancies must be reported immediately to the RO or the ARO and the University Police. The University Police will conduct a formal investigation to locate the missing agents and/or toxins.
- The RO or the ARO and the University Police will conduct a physical inventory of the select agents and/or toxins as part of the investigation and to determine if any other select agents and/or toxins are missing.
- The RO or ARO shall notify the Center for Disease Control (CDC) Select Agents Program at (404) 718-2000 or via Fax at (404) 718-2096.
- The RO or the ARO will submit “APHIS/CDC Form 3 - Report of Theft, Loss, or Release of Select Agents and Toxins” for all thefts, losses or releases to the CDC within 7 calendar days.
Release Response

The release of a select agent may be caused by a spill in the use location, the result of a terrorist act, earthquake or theft. The following are methods and observation to detect the presence of a spill or release of † Agent or Toxin Name or other hazardous agents:

- The presence of broken containers.
- The presence of overturned containers with missing lids.
- The presence of a somewhat reflective clear film on cabinets, counters or equipment, etc.
- The presence of any strange or unusual odor.
- † The presence of and specific property of the agent being used. Enter Properties Here.

Given the location and multi-level containment utilized for handling Regulated Materials or select agents at the University, releases caused by severe weather, fire, explosion, or power outage are not likely to occur. In the event of notification of a pending severe weather condition work with select agents will be discontinued and the agents returned to secure multi-level containment. If a release does occur as a result of any of the above, laboratory personnel will initiate the procedures described below under “Decontamination Procedures for Laboratory Personnel” and the procedures in Annex R of the University’s Emergency Management Plan will be activated. The Annex R procedures are listed below for convenience.

Rooms containing Chemicals and Infectious organisms:
- Only trained personnel shall be allowed to enter, wearing appropriate personal protective equipment (e.g. protective clothing and biological respirators).
- All fires must be contained in these rooms and be allowed to burn themselves out. Fire fighters may then enter with respirators after all walls and contents of the room have been wetted down with a fine spray of water or foam, depending on emergency response guidelines.
- Refrigerators and freezers, in most cases, should remain intact; however, they should be isolated and removed or disposed of only by qualified personnel wearing appropriate personal protective equipment (e.g. protective clothing and self-contained breathing apparatus).
- In the event of mass contamination of individuals. The Countywide Hazardous Materials Incident Response Plan will be activated to establish a large scale decontamination unit to decontaminate individuals. For seriously injured individuals refer to “Contaminated – Injured Patients” below.

Release of Chemical or Infectious Warfare Agents
- EH&S personnel will establish decontamination procedures or a three-pool decontamination unit to prevent the spread of the agent.
- Only authorized trained personnel wearing appropriate personal protective equipment (e.g. protective clothing and self-contained breathing apparatus) should be admitted. Detection equipment or tests, if available, should also be carried to determine the infectious agent and concentration.
- EH&S personnel will determine if it is safe for emergency personnel to enter to remove the injured for medical treatment as a contaminated patients.
- In the event of mass contamination of individuals. The Countywide Hazardous Materials Incident Response Plan will be activated to establish a large scale decontamination unit to decontaminate individuals. For seriously injured individuals refer to “Contaminated – Injured Patients” below.
Contaminated - Injured Patients

In the unlikely event that the University would have a contaminated-injured patient, the County will be informed. The County Health Officer, through the Los Angeles County Fire Department, will dispatch an ambulance to Cal Poly Pomona and then contract for the receiving hospital (Pomona Valley Community, Huntington Memorial in Pasadena or Whittier Presbyterian) to prepare for the arrival of contaminated patients. The ambulance will be instructed by radio/or by Police and Parking personnel at the access control point, so that the ambulance driver can be directed to the location of contaminated-injured individual(s) on campus. San Antonio Community Hospital is the nearest (out of County) hospital equipped to handle patients of this type.

The receiving entity should be supplied with as much information regarding the case as possible. To avoid incorrect or misleading information and pursuant to lines of authority, the PI or RO shall supply this information if possible to the entity for transfer entity (e.g. ambulance, transport or emergency personnel).

Personal Protective Equipment (PPE)

The following is a list of Personal Protective Equipment that will be available in the use/storage location.

- Face protection (goggles, mask, face shield or other splatter guard) will be available in the laboratory where the Regulated Material is used.
- Protective laboratory coats designated for lab use are worn while in the laboratory.
- Gloves are worn when hands may contact potentially infectious materials, contaminated surfaces or equipment.

Additional personal protective equipment up to Level A is stored in Building 98, Room B1-150.

Site Security and Control

- The Principal Investigator (PI) has the responsibility for assessing and determining who may enter or work in the laboratory from a safety and containment perspective.
- The PI will ensure that all personnel that will be working with any select agents or infectious material (disease causing agents) will be trained on the hazards and offered the immunization (if available) for the toxin (if applicable) or agent, prior to enter the area where Select Agents and/or Toxins or Infectious Agents are stored and/or used.
- The PI shall ensure that cleaning, maintenance, repair and other personnel who may need access to rooms where Regulated Materials are stored or used will be briefed on the hazards of the specific agents present as well as any required precautions. Additionally, the escort and logging requirements outlined in the Security Access Plan will be followed.
- When work involving the select agent and/or toxin is in progress the PI will prevent entry by individuals for routine cleaning, maintenance and repairs. This will include posting and locking the door. The posting will indicate the hazards present.
- Please refer to the "Security Access Plan for Regulated Materials" for additional requirements, which is incorporated by reference.
Evacuation

Evacuation of the area where the select agents are used/stored will be via the established fire exits in the building. The primary route for exiting † Building# Room# is posted inside the room (see Diagram in Attachment A). Evacuees will be directed to the evacuation staging area. Evacuees will initially gather in the lawn area on the west side of Building 4 to check in with Building Marshals, Floor Captains or other emergency personnel. Following check in, evacuees will be directed/ moved by emergency personnel, if necessary; to the final Evacuation Staging Area in the Northwest corner of the Science Quad near Building 8, as indicated in the Emergency Procedures Pamphlet. Individuals that are contaminated will be held for proper decontamination. Please refer to the "Emergency Procedures Pamphlet" (http://www.cpp.edu/~ehs/files/common/pdf/EmergencyProcedureManual.pdf) for additional information on Evacuation. This pamphlet is incorporated by reference as part of this plan.

Decontamination Procedures for Laboratory Personnel

The Principle Investigator will establish written procedures to contain/destroy a spill of Regulated Materials including Select Agents or Toxin within the laboratory and train laboratory personnel in these procedures. These procedures will be based on the hazard(s) associated with the Agent. In the event of any spill, personnel will notify the Responsible Official or Alternate Responsible Official. If the spill cannot be contained within the laboratory, the laboratory will be evacuated, locked down and the Responsible Official or Alternate Responsible Official and the University Police notified to activate the campus Emergency Management Plan. Personnel will ensure that they are decontaminated before leaving the laboratory. The activation of the Management Plan shall include notification of the Responsible Official or Alternate Responsible Official and the University Police.

The written procedures to contain/destroy a spill of Regulated Materials including Select Agents or Toxin within the laboratory are in † "Indicate Written SOP Title" under the section titled "Emergency spill protocols. These procedures are essentially the same and are incorporated by reference in this plan. The procedures to contain/destroy a spill of Regulated Materials including Select Agents or Toxin within the laboratory are listed below for convenience. If there are any discrepancies between the procedures listed below and the protocols, listed above, the protocols listed above will be followed. The PI should revise this document as necessary, or at any time when SOP’s are modified as necessary.
1. Telephone numbers for emergency response are posted on the door of † Building # Room #

2. All precautions must be taken to avoid ingestion by any route, skin contact, or inhalation of fumes at any point of agent handling and during the destruction process. Observe all Universal Precautions, Federal, State and Local laws.

3. Do not leave the spill unattended or unlabeled. Make sure people in the lab are informed of the spill.

4. Report to † PI Name immediately for uncontained spills, or spills of > 0.1 mg of toxin or > 2 ml of regulated bacterial culture.

5. For smaller and contained spills, please follow the steps below to clean up the spill immediately and then report to † PI Name.

6. Before cleaning up a spill/accident, make sure you wear appropriate personal protection equipment:
   - Lab coat, gloves, safety glasses and mask are required at all times.

7. Cover the spill with a damp cloth or paper towel that has been pre-wetted with a 10% bleach solution. Soak for 10 minutes.

8. If there are no sharps or broken glass, wipe up this material and place it in a red biohazard bag for waste disposal. If sharps or broken glass is present, use remote equipment (e.g. plastic dust pan and brush) to pick up the material and place in a sharps container for waste disposal.

9. Repeat the cleaning with more 10% bleach and place these wipes into the red biohazard bag.

10. Ventilate the area.

11. Autoclave the waste immediately at 121°C and 15 psi for 60 minutes.

Security Breach

_Suspicious Persons or Activities_

- Report any suspicious persons, unauthorized entries, damage and/or tampering with any locks, entry doors, access doors or other devices utilized to secure Regulated Materials or other suspicious activities immediately to the Responsible Official (RO) or the Alternate Responsible Official (ARO) and the University Police.

- Unauthorized or unescorted persons shall be asked to immediately leave the room, if safe to do so. If the individual(s) refuses to leave the room or if you feel that the situation may be unsafe, the following procedures should be taken:
  - Do not attempt to apprehend or further confront the individual(s).
  - If safe to do so, return all Regulated Agents to their respective storage containers/areas and secure all locks.
  - Find a safe location (locked office etc.), Telephone University Police at 9-1-1 from any campus phone.
  - Be ready to give your name, location and description of the problem.
  - Be a good witness. Make a note of the suspect’s appearance, details of the incident, weapons seen and vehicles involved.
  - Remain calm!
  - Wait for help to arrive.
If the suspicious persons or unauthorized entrant could have removed any Regulated Materials including Select Agents or Toxins or there is evidence of damage and/or tampering with any locks, entry doors, access doors or other devices utilized to secure Regulated Materials, the Responsible Official (RO) or Alternate Responsible Official (ARO) and the University Police will conduct a physical inventory of the select agents and/or toxins.

Information System Breaches

- For compromised computers, security incidents or suspected compromises please disconnect the computer from the network and contact the I&IT Help Desk immediately at Extension 6776 or 909.869.6776 and the RO or the ARO.
- When reporting the breach, please be prepared to provide the following information:
  - Your Name
  - Your Telephone Number
  - An Alternate Telephone Number
  - Your Location (Building and Room Number)
- Additionally, for extensive network security incidents, please be prepared for the possibility of providing the following information:
  - The date/time and a complete description of the incident.
  - The IP addresses of all the computers involved.
  - Security measures implemented before the incident occurred.
  - The steps taken after the incident occurred.
  - All logs from the computer.
  - Any other information that you feel is relevant to the investigation.

Severe Weather or Natural Disasters

- In the event of severe weather, forecast of severe weather and/or natural disaster (e.g., Earthquake) that could adversely affect the area where Regulated Materials or Select Agents and/or Toxins are used or stored, the following steps should be taken:
  - Shutdown or stabilize any experiments that are in progress.
  - Return all Regulated Materials to their respective storage containers/areas and secure all locks.
  - Notify the RO or the ARO.
- If the severe weather and/or natural disaster cause a release or spill, follow the procedures listed under the "Release Response" section of this plan.

Following a severe weather incident and/or natural disaster (e.g., Earthquake) that could adversely affect the area where Regulated Materials Select Agents and/or Toxins are used or stored, the area should be inspected to verify that there have been no releases.
Workplace Violence

- For immediate threats of violence/danger directed at you/others or threats of violence/danger directed internally (suicidal individual) call University Police at 9-1-1 from any campus phone and the RO or the ARO.
- If safe to do so, return all Regulated Materials or Select Agents and Toxins to their respective storage containers/areas and secure all locks.
- If you need immediate consultation after hours and/or on the weekend, call University Police at (909) 869-3070. You may ask to talk to the University Police Watch Commander or ask the dispatcher to contact the Police Chief, Emergency Services Coordinator, or Director of Counseling and Psychological Services (off campus/at home) and request that they call you back. Please provide your call-back number to the Police Dispatcher.
- Two confidential Email addresses are available:
  - BroncoSafe@cpp.edu (University Police), and
  - BroncoConcerns@cpp.edu (Counseling & Psychological Services)
- To pass on non-emergency or non-immediate information, confidential calls can be made to the University Police Department’s anonymous tip-line at (909) 869-3399. Referring individuals should provide as much information as is available in order to enable the team to make the most accurate and timely assessment.
- If you suspect the possibility of any future threats of violence/danger directed at you/others or threats of violence/danger directed internally (suicidal individual) contact the RO or the ARO.

Bomb Threats

- Immediately call University Police at 9-1-1 from any campus phone. If directed to evacuate, make note of anything unusual and report it after you have safely left the building.
- Prior to evacuation:
  - Shutdown or stabilize any experiments that are in progress.
  - If it is not possible to quickly and safely return the Regulated Materials or Select Agents and Toxins involved in the experiment they can be left inside the approved room and the room locked.
  - Return all Regulated Materials or Select Agents and Toxins to their respective storage containers/areas and secure all locks. Some exceptions are allowed for experiments in progress (see above). Leave the room and lock all doors behind you.
- Remain calm. If possible use the checklist provided at the back of the Emergency Procedures Pamphlet (http://www.cpp.edu/~ehs/files/common/pdf/EmergencyProcedureManual.pdf), to get as much information possible from the person making the Bomb Threat.
- Write down exact words of caller. Note time of call, voice (male or female, age, accent or background sounds), location of bomb and time it will explode.
- Ask the caller, if possible, what type of bomb, what it looks like, the reason for placing it and who is claiming responsibility, etc.
- Share any information you obtain with the University Police.
- Contact the RO or the ARO.
Suspicious Letters or Parcels

- Be alert for suspicious letters or parcels.
- Typical characteristics of a suspicious letter or parcel include:
  - Excessive Postage, no postage, or non-cancelled postage.
  - No return address or obvious fictitious return address.
  - Parcels/Packages that are unexpected or from someone unfamiliar to you.
  - Excessive tape.
  - Improper spelling of addressee names, titles or locations.
  - Parcels/Packages that are addressed to someone no longer with your organization or otherwise out-dated.
  - Rigid or bulky, lopsided or uneven.
  - Unexpected envelopes from foreign countries.
  - Restrictive markings.

- If you receive a suspicious letter or package:
  - Stop - Don’t handle it
  - Isolate it immediately
  - Don’t open, smell, or taste
  - Call University Police at 9-1-1 from any campus phone.
  - Contact the Responsible Official (RO) or Alternate Responsible Official (ARO).

Training and Plan Verification

- All individuals who have access to Select Agents or Toxins will receive initial and annual training on this plan.
- The training shall include method of determining if the trainees understand the contents of this plan and can implement the plan. This may be accomplished through a test either oral or written.
- At least once a year, the Responsible Official will conduct a drill to ensure that this plan is effective. This drill will be documented in writing.
- Following the completion of the annual drill, this plan will be reviewed and updated as necessary.

Records

- All records created under this plan or to document compliance with 42 CFR 73 will be maintained for at least three years.

Review of Plan

1. This plan will be reviewed on an annual basis for effectiveness and revised as necessary (see certification form in Attachment B).
Include a map of your specific evacuation route below. This route should also be located on the door of the lab and conveniently for all lab personnel.
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