



Building Emergency Response Plan (BERP)

Make your own Building Emergency Response Plan (BERP):

- Use this template to create a cover sheet (picture and name of your building)
- Email your Buildings Emergency Response Plan (BERP) to safety@lee.edu
- **DELETE** this section after completing your plan



LEE COLLEGE BUILDING EMERGENCY RESPONSE PLAN (BERP)

YOUR BUILDING NAME HERE



Building Emergency Response Plan (BERP)

GENERAL INFORMATION

BUILDING EMERGENCY COORDINATOR (BEC) CONTACTS

Name of your building:

Address of your building:

Campus:

Building number/letter:

Primary Building Emergency Coordinator (for the entire building):

- ☐ Name:
- ☐ Department:
- ☐ Cell Phone:
- ☐ Email:

Alternate Building Emergency Coordinators for each floor:

[Floor 1]

- ☐ Name:
- ☐ Department:
- ☐ Cell Phone:
- ☐ Email:

[Floor 2] (Delete if only 1 Floor)

- ☐ Name:
- ☐ Department:
- ☐ Cell Phone:
- ☐ Email:

[Floor 3] (Delete if only 2 Floors)

- ☐ Name:
- ☐ Department:
- ☐ Cell Phone:
- ☐ Email:

*BECs must be able to **group text** each other during an emergency.



Building Emergency Response Plan (BERP)

BUILDING INFORMATION

- ☐ **Type:** (Administrative, Instructional, or Mixed)
- ☐ **Square Feet:**
- ☐ **Number of Public Entrances:**
- ☐ **Operational Hours:**
- ☐ **Number of employees in the building during business hours:**
- ☐ **Number of employees in the building after-hours:**
- ☐ **Number of students in the building during the day:**
- ☐ **Number of students in the building during the evening:**
- ☐ **Average visitors during business hours:**

(Print a hard copy of the BERP to have on hand.)



Building Emergency Response Plan (BERP)

BUILDING EMERGENCY RESPONSE PLAN (BERP)

ACTIVE SHOOTER

If you are involved in an active threat (shooter) situation, try to remain calm and use these guidelines to help you plan a strategy for survival. The safest method to protect individuals may be to “Lockdown” the building and wait for further instructions. A “Lockdown” and “All Clear” message will be sent through Navigator Alerts.

Remember, use a continuous assessment process to decide the appropriate survival action. Trust your intuition and go with your “gut” feeling.

AVOID - LEAVE THE AREA IMMEDIATELY

- ✓ Move away from the source of the threat as quickly as possible
- ✓ The more distance and barriers between you and the threat, the better

DENY - LOCK, BLOCK, AND SECURE LOCATION

- ✓ Keep a distance between you and the source
- ✓ Create barriers to prevent or slow down the threat. Lock the doors and turn off the lights
- ✓ Remain out of sight and quiet by hiding behind large objects and silencing your phone
- ✓ Do not play dead or hide in an unlocked room

DEFEND - COMMIT TO DEFENDING YOURSELF

- ✓ If you cannot Avoid or Deny, be prepared to defend yourself
- ✓ Be aggressive and committed to your actions
- ✓ Do not fight fairly. THIS IS ABOUT SURVIVAL!

Emergency Notifications

- ✓ If safe to do so, call **911 and/or Campus Security at 281-425-6888**.

Prepare Before an Active Threat Emergency:

[Floor 1]

- ☐ Identify locations of red (Campus Security) phones.
- ☐ Identify locations of physical panic alarm buttons.
- ☐ Identify rooms for each department that can be locked and protected from the line of sight when a “Lockdown” is activated by Navigator Alerts.
- ☐ Identify how you can barricade each room.
- ☐ Identify what items can be used as a weapon to defend yourselves.
- ☐ Identify a plan of attack with others in the room.
- ☐ Identify windows that can be broken to escape and what tools to use to break a window.



Building Emergency Response Plan (BERP)

[Floor 2] *(Delete if Not Needed)*

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[Floor 3] *(Delete if Not Needed)*

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- ☐ Identify how you can barricade each room.
- ☐ Identify what items can be used as a weapon to defend yourselves.
- ☐ Identify a plan of attack with others in the room.
- ☐ Identify windows that can be broken to escape and what tools to use to break a window.

Suggested viewing: [ALERT "Avoid, Deny, Defend" video](#) to learn how to respond to an active shooter

Please review Active Shooter in the Emergency Procedures Guidelines at
<https://www.lee.edu/emergency/index.php>



Building Emergency Response Plan (BERP)

FIRE

A small fire only takes a few minutes to become out of control and consume an entire room, office, building, or other space. Knowing your building's evacuation routes, fire extinguishers, fire alarm locations, and assembly areas is important. Remember, there is never a false alarm. While it may not be a fire, you do not know until the building is searched. Always treat fire alarms as if there is a real fire.

Remember **R.A.C.E.** if you discover a fire:

RELOCATE

- ✓ If safe, relocate or rescue people in immediate danger.
- ✓ Instruct others to report to the evacuation assembly point as you leave the building.
- ✓ Be aware of people who may need assistance.

ALARM

- ✓ Pull the building fire alarm to alert others.
- ✓ Immediately Call 911 and move to a safe location.
- ✓ Notify Campus Security (Ext. 6888 or 281.425.6888) using a cell phone as soon as it is safe.

CONFINE

- ✓ Close all doors, windows, and other openings to confine the fire.
- ✓ Shut off fuel sources such as piped gases and compressed gas cylinders as you evacuate, if this can be done safely.

EVACUATE

- ✓ Evacuate the building and report to your building's assembly point.
- ✓ Feel the doors with the back of your hand for heat before opening. If the door is hot, do not open it. Find a different way out, such as a window or an alternate hallway. If the door is not hot, exit the room and leave the door unlocked.
- ✓ DO NOT use elevators
- ✓ DO NOT re-enter the building for any reason.
- ✓ Account for building occupants
- ✓ keep notes of the fire location and the location of potential rescue of trapped persons.

Emergency Notifications

- ✓ In case of fire, call **911**.
- ✓ Then call Campus Security at 281-425-6888.
- ✓ Send a notification text to the Emergency & Safety Operations BEC group.



Building Emergency Response Plan (BERP)

You should only attempt to extinguish a fire if:

- ✓ The fire is small and contained (a fire that can be extinguished in 10-30 seconds).
- ✓ You have a clear escape route behind you.
- ✓ You have the correct type of fire extinguisher.
- ✓ You've been trained to use it (using the **PASS** technique: Pull, Aim, Squeeze, Sweep).

If any of these conditions are not met, evacuate immediately and let professionals handle it.

Basics of fire extinguisher operation P.A.S.S:

PULL the pin

AIM the extinguisher nozzle at the base of the flame

SQUEEZE the trigger while holding the extinguisher upright

SWEEP the extinguisher from side to side, covering the area of the fire

Prepare Before a Fire Emergency:

[Floor 1]

Fire Building Prevention

- ☐ Items with an open flame (e.g., candles) or an open heat source (e.g., heaters) are prohibited.
- ☐ Household extension cords should never be used, and only commercial extension cords are approved for temporary use.
- ☐ Ensure that emergency exits and fire extinguishers are not blocked.

Fire Safety Equipment

- ☐ Identify locations of fire extinguishers.
- ☐ Identify the location of the fire panel.
- ☐ Identify locations of fire alarm pull stations.
- ☐ Identify a list of persons who have taken the Emergency & Safety Operations Fire Safety training session (fire extinguisher/evacuation chair training).

Fire Building Evacuation

- ☐ Identify which doors to close in the event of a fire.
- ☐ Identify which assembly point you will meet after you evacuate.
- ☐ Create a list/text group of employees for accountability.
- ☐ Identify an alternate building that occupants can evacuate to for shelter from severe weather. (Coordinate with the BEC from the alternate building)



Building Emergency Response Plan (BERP)

- ☐ Identify how to keep notes of the fire location and the location of potential rescue of trapped persons.

Evacuation for Persons with Disabilities and Functional and Access Needs (DAFN)

- ☐ Identify Persons with Disabilities and Functional and Access Needs (DAFN) that will need assistance during evacuations.
- ☐ Identify "Safe Areas of Refuge" in the building if there is more than one floor.
- ☐ Identify locations of evacuation stair chairs.
- ☐ Identify a list of persons from each department trained using an evacuation stair chair.
- ☐ Identify a plan for evacuating Persons with DAFN.

[Floor 2] *(Delete if Not Needed)*

Fire Building Prevention

- ☐ Items with an open flame (e.g., candles) or an open heat source (e.g., heaters) are prohibited.
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- ☐ Identify which assembly point you will meet after you evacuate.
- ☐ Create a list/text group of employees for accountability.
- ☐ Identify an alternate building that occupants can evacuate to for shelter from severe weather. (Coordinate with the BEC from the alternate building)
- ☐ Identify how to keep notes of the fire location and the location of potential rescue of trapped persons.

Evacuation for People with Access and Functional Needs (AFN)

- ☐ Identify People with Access and Functional Needs (AFN) who will need assistance during evacuations.
- ☐ Identify "Safe Areas of Refuge" in the building if there is more than one floor.
- ☐ Identify locations of evacuation stair chairs.



Building Emergency Response Plan (BERP)

- ☐ Identify a list of persons from each department trained using an evacuation stair chair.
- ☐ Identify a plan for evacuating Persons with DAFN.

[Floor 3] *(Delete if Not Needed)*

Fire Building Prevention

- ☐ Items with an open flame (e.g., candles) or an open heat source (e.g., heaters) are prohibited.
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- ☐ Identify which doors to close in the event of a fire.
- ☐ Identify which assembly point you meet after you evacuate.
- ☐ Create a list/text group of employees for accountability.
- ☐ Identify an alternate building that occupants can evacuate to for shelter from severe weather. (Coordinate with the BEC from the alternate building)
- ☐ Identify how to keep notes of the fire location and the location of potential rescue of trapped persons.

Evacuation for Persons with Disabilities and Functional and Access Needs (DAFN)

- ☐ Identify Persons with Disabilities and Functional and Access Needs (DAFN) that will need assistance during evacuations.
- ☐ Identify "Safe Areas of Refuge" in the building if there is more than one floor.
- ☐ Identify locations of evacuation stair chairs.
- ☐ Identify a list of persons from each department trained using an evacuation stair chair.
- ☐ Identify a plan for evacuating Persons with DAFN.

Suggested Viewing: Assembly Points in the Interactive Campus map

<https://www.lee.edu/maps/index.php>

Please review Fire on Campus in the Emergency Procedures Guidelines at

<https://www.lee.edu/emergency/index.php>



Building Emergency Response Plan (BERP)

HAZARDOUS MATERIALS SPILL OR RELEASE

A hazardous materials spill or release can occur due to a train derailment, chemical release from a petrochemical facility, pipeline leak, or highway accident. In most cases, it is best to seek appropriate shelter in a building unless directed otherwise by first responders. Self-evacuation may put you in harm's way. Getting stuck in gridlock while evacuating would increase your danger of exposure. A Shelter-in-Place is designed to protect you against potentially harmful gases.

The two most likely scenarios that could impact campuses in Baytown are a train derailment and chemical release from a nearby petrochemical facility that may require a *"Shelter-in-Place for Hazardous Materials Spill or Release"* notification by Navigator Alerts.

- ✓ Go to an interior room on the lowest level of the building.
- ✓ Close all doors and windows to the exterior.
- ✓ Seal the interior room with plastic and duct tape, or use any other materials for the bottom of the door and window, such as a blanket.
- ✓ Check to see if the HVAC system in the building has been shut down.
- ✓ DO NOT turn on or off lights, fans, or any electronic switches.
- ✓ Wait patiently until the *"all clear"* or further instructions from Lee College authorities or first responders on the scene.
- ✓ If exposed to a hazardous chemical and feel sick or experience unusual symptoms, call **911**. Remove any clothing that may have been contaminated and place it in a trash bag.

Emergency Notifications:

- ✓ If exposed to a hazardous chemical, call **911**.
- ✓ If the HVAC system has not been shut down, contact Campus Security at 281-425-6888 and/or Facilities at 281-425-6490.
- ✓ Send a notification text to the Emergency & Safety Operations BEC group.

Prepare Before a Chemical Emergency:

[Building/All Floors]

- ☐ Identify rooms/areas on the lowest floor of the building, away from external doors and windows, that building occupants can go to.
- ☐ Prepare pre-cut plastic and duct tape, or towels/blankets that can be wet and placed on gaps at the bottom of external doors and windows.
- ☐ Create a list of building/department employees for accountability.



Building Emergency Response Plan (BERP)

Suggested Viewing Baytown LEPC Shelter in place video <https://www.gbcclepc.com/shelter-in-place-videos>

Please review Hazardous Materials Spill or Release in the Emergency Procedures Guidelines at <https://www.lee.edu/emergency/index.php>



Building Emergency Response Plan (BERP)

GAS LEAK

Natural gas is colorless and odorless. A distinctive, pungent odor, similar to rotten eggs, is added as a safety measure so you will recognize it quickly. If you smell gas and/or hear an unusual hissing or whistling sound, evacuate the building immediately.

Remember the 3 R's

- ✓ **RECOGNIZE** – The most common way natural gas leaks are detected is by smell.
- ✓ **REACT** – Evacuate the area immediately to an area that is upwind of the leak.
 - ✓ Evacuate the building and report to your building's assembly point.
 - ✓ Account for building occupants
- ✓ **REPORT** – When in a safe area (away from the building/gas leak), call 911.

Emergency Notifications

- ✓ In case of a suspected or confirmed gas leak, call **911**.
- ✓ Then call Campus Security at 281-425-6888.
- ✓ Send a notification text to the Emergency & Safety Operations BEC group.

What NOT to Do If You Detect a Gas Leak

- ✓ Do not switch on the lights, cell phones, or any electrical equipment.
- ✓ Do not activate the building's fire alarm system to initiate an evacuation.
- ✓ Do not use the elevators.
- ✓ Do not re-enter the building.

Prepare Before a Gas Leak:

[Building/All Floors]

- ☐ Identify the gas meter location and other natural gas sources.
- ☐ Ensure gas shutoff valve signs are visible.
- ☐ Evaluate storage, piping, and appliance conditions.

Building Evacuation

- ☐ Identify which assembly point you will meet after you evacuate.
- ☐ Create a list/text group of employees for accountability.
- ☐ Identify an alternate building that occupants can evacuate to for shelter from severe weather. (Coordinate with the BEC from the alternate building)



Building Emergency Response Plan (BERP)

Evacuation for Persons with Disabilities and Functional and Access Needs (DAFN)

- ☐ Identify Persons with Disabilities and Functional and Access Needs (DAFN) that will need assistance during evacuations.
- ☐ Identify "Safe Areas of Refuge" in the building if there is more than one floor.
- ☐ Identify locations of evacuation stair chairs.
- ☐ Identify a list of persons from each department trained using an evacuation stair chair.
- ☐ Identify a plan for evacuating Persons with DAFN.

Please review Natural Gas Leak on Campus in the Emergency Procedures Guidelines at
<https://www.lee.edu/emergency/index.php>



Building Emergency Response Plan (BERP)

SEVERE WEATHER / TORNADO

Severe weather could suddenly develop, initiating a *"Shelter-in-Place for Severe Weather"* notification by Navigator Alerts. It's important to seek shelter in a sturdy brick or concrete building.

A *"Shelter-in-Place for Severe Weather"* notification may be activated by Navigator Alerts for:

- Severe Weather Warning with any of the following tags:
 - Damaging winds greater than 60 mph
 - Large hail greater than 1 inch
 - Dangerous lightning
 - Tornado possible
- Tornado Warning/Emergency

During the Storm

- ✓ Immediately vacate your office, classroom, or work area and proceed to a place of greater safety, closing doors behind you.
- ✓ Stay off the elevators. You could be trapped in them if the power is lost.
- ✓ Move to the lowest floor of the building and inner hallways or rooms, restrooms, stairwells, or other directly supported areas free of windows and glass. Try to put as many walls as possible between yourself and the severe weather hazard or tornado.
- ✓ If possible, use heavy furniture, such as a large desk or table, to shield yourself from debris or a collapsed roof. Get behind a counter if one is available. If wearing a heavy jacket or having access to a blanket or mat, use it to cover the upper body and head. Lie flat or crouch on your knees with your head down, and use your arms to protect your head and neck.
- ✓ Wait patiently and calmly until you receive the "all-clear" message.
- ✓ DO NOT shelter in the top floors of buildings, elevators, lobbies, gymnasiums, auditoriums, theaters, and places with wide-span roofs.

After the Storm

- ✓ Check for injuries
- ✓ Evacuate immediately if your building is damaged or if you smell gas, and meet at your evacuation assembly point
- ✓ Account for building occupants.
- ✓ DO NOT re-enter the building

Emergency Notifications:

- ✓ If the building is damaged, injuries, or there is a smell of gas, call **911**.
- ✓ Then call Campus Security at 281-425-6888 for assistance.
- ✓ Send a notification text to the Emergency & Safety Operations BEC group.



Building Emergency Response Plan (BERP)

Prepare Before a Chemical Emergency:

[Building/All Floors]

- ☐ Identify rooms/areas on the lowest floor of the building, away from external doors and windows, that building occupants can go to.
- ☐ Identify the assembly point you meet at after you evacuate if a tornado hits the building.
- ☐ Create a list of building/department employees for accountability.
- ☐ Identify how to keep notes of damage and locations of potential rescue of persons trapped.

Suggested Viewing: Assembly Points in the Interactive Campus map

<https://www.lee.edu/maps/index.php>

Please review Tornado in the Emergency Procedures Guidelines at

<https://www.lee.edu/emergency/index.php>



Building Emergency Response Plan (BERP)

MEDICAL EMERGENCY

Medical emergencies or injuries can be life-threatening and often require immediate action. The most critical step in any medical emergency is to call **911** as quickly as possible for EMS response.

Medical emergencies can result from various causes and may present with many signs and symptoms. Common emergencies include difficulty breathing, choking, chest pain, cardiac arrest, unconsciousness, allergic reactions, abnormal blood sugar levels, heat exhaustion/stroke, and seizures. Injuries may involve falls, whether due to a slippery surface or from a significant height, or incidents resulting in severe or uncontrollable bleeding.

- ✓ Administer first aid or CPR
- ✓ Stay with the person until emergency personnel arrive, if it is safe

Emergency Notifications

- ✓ Call **911**.
- ✓ Then call Campus Security at 281-425-6888 for assistance.
- ✓ Send a notification text to the Emergency & Safety Operations BEC group.

Prepare Before a Chemical Emergency:

[Building/All Floors]

Automatic External Defibrillator/Naloxone (Narcan) Overdose Kit/Bleed Control Kit

- ☐ Identify the location of the AED station in the building.

First-Aid Cabinet

- ☐ Identify the location of the first-aid cabinet in the building.

Medical Emergency Response

- ☐ Identify a list of employees who are officially certified in CPR/First Aid/AED.
- ☐ Identify a list of employees who have taken the Emergency & Safety Operations Hands-Only CPR/AED/Narcan/Bleed Control training session.
- ☐ Identify a list of employees who have taken the Emergency & Safety Operations First Aid training session.



Building Emergency Response Plan (BERP)

Suggested Viewing: AED and First-Aid Cabinet Locations in the Interactive Campus map
<https://www.lee.edu/maps/index.php>

Suggested Viewing: for more Information on AEDs, Evacuation Chairs, Naloxone Opioid Overdose Kits, Stop-the-Bleed Kits, and Emergency Response Guides.
<https://www.lee.edu/emergency/index.php>

Please review Medical Emergencies in the Emergency Procedures Guidelines at
<https://www.lee.edu/emergency/index.php>



Building Emergency Response Plan (BERP)

BOMB THREAT/SUSPICIOUS PACKAGE

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Building occupants may be required to shelter-in-place until the location of a bomb is confirmed by Campus Security or law enforcement. If the decision to evacuate the building is made, a *"Bomb Threat"* or *"Bomb Found/Evacuate"* notification will be made by Campus Security through Navigator Alerts.

- ✓ Remain calm & do not hang up, keep the caller on the line for as long as possible.
- ✓ If possible, signal other staff members to listen & notify Campus Security (281.425.6888).
- ✓ If the phone has a display, copy the number and/or letters on the display.
- ✓ Write down the exact wording of the threat
- ✓ Record the call, if possible.
- ✓ Fill out the Bomb Threat Checklist immediately.
- ✓ Stay in your office space or area until ordered to evacuate the building.
- ✓ If ordered to evacuate, proceed to the building's specific evacuation assembly point or further area required by emergency responders.
- ✓ DO NOT re-enter the building.

Suspicious Package Procedures

- ✓ Any unusual or suspect items should not be touched or otherwise disturbed except by trained professionals.
- ✓ Move away from the device immediately.
- ✓ DO NOT use a cellular phone near a suspicious item.

Emergency Notifications

- ✓ Call Campus Security at 281-425-6888.

Preparedness Before a Bomb Threat

- ☐ Ensure a printed Bomb Threat Checklist is near all desk phones
- ☐ Identify which assembly point you will meet after you evacuate.
- ☐ Create a list of building/department employees for accountability.



Building Emergency Response Plan (BERP)

Evacuation for Persons with Disabilities and Functional and Access Needs (DAFN)

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- ☐ Identify a list of persons from each department trained using an evacuation stair chair.
- ☐ Identify a plan for evacuating Persons with DAFN.

Watch Bomb Threat Awareness for College Students from the National Cybersecurity and Infrastructure Security Agency, <https://www.youtube.com/watch?v=wqethfKdXI&t=26s>

Please review Bomb Threat in the Emergency Procedures Guidelines at <https://www.lee.edu/emergency/index.php>

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

- Remain calm & do not hang up, keep the caller on the line for as long as possible
- If possible, signal other staff members to listen & notify Site Decision Maker(s)
- If the phone has a display, copy the number and/or letters on the display
- Write down the exact wording of the threat
- Record the call, if possible
- Fill out the Bomb Threat Checklist immediately

If you receive a written threat:

- Handle the document as little as possible
- Note date, time, and location the document was found
- Secure the document and do not alter the item in any way
- Notify the organization Site Decision Maker(s)

If you receive a social media or email threat:

- Do not turn off or log out of the account
- Leave the message open on the device
- Take a screenshot, or copy the message and subject line
- Note the date and time
- Notify the organization Site Decision Maker(s)

*** Refer to your local bomb threat management plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone in close proximity to a suspicious item
- Touch or move a suspicious item

IF A SUSPICIOUS ITEM IS FOUND, CALL 911

For more information about this form contact the CISA Office for Bombing Prevention at: OBP@cisa.dhs.gov



BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE CALL
RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- ☐ Female
- ☐ Male
- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking Voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds

- ☐ Animal noises
- ☐ House noises
- ☐ Kitchen noises
- ☐ Street noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

Threat Language

- ☐ Incoherent
- ☐ Message read
- ☐ Taped message
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

OTHER INFORMATION:



Building Emergency Response Plan (BERP)

CAMPUS CLOSURE BUILDING PREPAREDNESS

Preparedness measures should be taken to protect the building and contents during a long-term closure due to an emergency (prolonged power outage) or disaster (hurricane).

- ☐ Identify electrical equipment (except telephones) that should be unplugged.
- ☐ Identify which computers should be placed on top of desks.
- ☐ Identify which computers and electrical equipment should be moved away from windows, exterior doors, and areas that have leaked in the past, or be covered with plastic.
- ☐ Identify physical records that should be moved to safe locations.
- ☐ Prepare closure signage for entrances.

Please review Campus Closures in the Emergency Procedures Guidelines at <https://www.lee.edu/emergency/index.php>

ANNUAL DRILLS (PICK AT LEAST 2 HAZARDS)

- ☐ Date:
- ☐ Date:

ANNUAL BUILDING THREAT & RISK ASSESSMENT

- ☐ Date: