

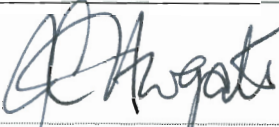
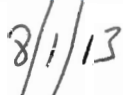




**GEORGIA DEPARTMENT OF PUBLIC HEALTH
POLICY # EP-10002
SUSPICIOUS PACKAGE AND BOMB THREAT POLICY**

Approval:	 Pat O'Neal, Director of Health Protection	 Date
	 James C. Howgate, Chief of Staff	 Date

1.0 PURPOSE

The purpose of this policy is to provide guidance related to and to ensure safety in the event that suspicious packages or envelopes are discovered in Department of Public Health facilities.

1.1 AUTHORITY – The Georgia Department of Public Health (DPH) Suspicious Package Policy is published under the authority of DPH and in compliance with the following:

1.1.1 Occupational Safety and Health Act

1.1.2 Georgia Department of Safety Policy 16.03, Bomb Threats/Suspicious Packages

2.0 SCOPE

This policy applies to all Georgia Department of Public Health employees and non-employees located in properties owned or leased by the state. State employees located in health districts should follow the policies of the health district. In the event there is not a policy this can serve as a guideline.

3.0 POLICY

The policy of the Department of Public Health is to ensure the safety of all employees and non-employees in properties owned or leased by the state through the development and dissemination of procedures for possible employee contact with any suspicious package or envelope delivered to the workplace.

4.0 DEFINITIONS

4.1 DPH- Department of Public Health

4.2 EPR – DPH Division of Health Protection, Emergency Preparedness and Response Section

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4.3 FBI – Federal Bureau of Investigation

4.4 Suspicious Package or envelope- Any delivered item that does not conform to standard appearances.

4.5 DHS – Department of Human Services

4.6 DOAS – Department of Administrative Services

5.0 RESPONSIBILITIES

5.1 EPR is responsible for issuing and updating procedures to implement the policy and ensuring that DPH state employees are familiar with the process.

5.2 DPH Employees at 2 Peachtree should immediately contact the Capitol Police upon noticing or receiving a suspicious package.

5.3 DPH Employees outside of 2 Peachtree should immediately contact the local authorities (911) to report a suspicious package.

5.4 The local authorities will contact the FBI after the initial local law enforcement threat assessment is completed.

5.5 The FBI is responsible for assigning a tracking number.

5.6 The Georgia Emergency Management is responsible for making the determination of what asset will provide field testing in the event that the local jurisdiction cannot conduct the field screening themselves.

5.7 The Georgia Public Health Laboratory is responsible for testing samples that come in with the proper FBI tracking number and have been field screened for hazards.

6.0 PROCEDURES

6.1 The following is a list of some of the characteristics of suspicious packages and envelopes:

6.1.1 Excessive Postage

6.1.2 Title but no name

6.1.3 No return address

6.1.4 Shows a city or state in the postmark that doesn't match the return address

6.1.5 Misspelling of common words

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- 6.1.6 Excessive weight
- 6.1.7 Lopsided, rigid or uneven packaging
- 6.1.8 Oily stains, discolorations, or strange odor
- 6.1.9 Protruding wires
- 6.1.10 Ticking sound
- 6.1.11 Excessive securing-tape or string
- 6.1.12 Restrictive markings-Confidential or Personal

6.2 UNOPENED PACKAGE OR ENVELOPE

- 6.2.1 If a package is suspected to contain a safety and/or health hazard follow the following guidelines:
 - 6.2.1.1 Do not open any item that appears suspicious.
 - 6.2.1.2 Isolate the suspicious item.
 - 6.2.1.3 Ensure that all persons who have touched the item wash their hands with soap and water.
 - 6.2.1.4 Evacuate the area immediately.
 - 6.2.1.5 Isolate the individual(s) who have come into contact with the item.
 - 6.2.1.6 Do not handle any item suspected of contamination.
 - 6.2.1.7 List all people who have touched the item. Include contact information. Provide the list to the appropriate authority.
 - 6.2.1.8 Employees at 2 Peachtree Street should call Capitol Police at 404-624-7281. They will conduct an assessment and notify other agencies as appropriate. Employees at other locations should call 911.

6.3 OPENED PACKAGE OR ENVELOPE

- 6.3.1 If there is any type of substance that has spilled out, **do not try to clean it up**. Cover the spilled contents immediately with anything (e.g. paper, trash can etc) to prevent the substance from spreading.

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- 6.3.2 Leave the area and close any doors, or section off the area to prevent others from entering.
- 6.3.3 Isolate anyone who has come into contact with the substance.
- 6.3.4 List all the people known to have been in the room or area, especially those who may have come in contact with the substance. Provide the list to emergency responders.
- 6.3.5 Ensure any exposed personnel are evaluated by emergency responders before they leave the area or building.

6.4 RESPONDING TO TELEPHONE BOMB THREATS

- 6.4.1 If possible, signal someone else to listen in on the call.
- 6.4.2 Remain calm.
- 6.4.3 Keep the caller on the line as long as possible.
- 6.4.4 Pay particular attention to background noises, such as motors running, music playing, and any other noise that may give a clue as to the location of the caller.
- 6.4.5 Record every word spoken by the person.
- 6.4.6 If the caller does not indicate the location of the bomb or time of possible detonation, ask him/her for this information.
- 6.4.7 Record the time of the call.
- 6.4.8 Ask if they placed the bomb and why.
- 6.4.9 Ask who they are and what their name is.
- 6.4.10 Listen closely to the voice (male/female) and speech characteristics such as deep, slow, accents, rapid, stuttering, calm, excited, angry, drunk, nasal etc.
- 6.4.11 Report the call immediately to Capitol Police at 404-624-7281, or if at a location other than 2 Peachtree Street call 911.
- 6.4.12 Provide the written statement of the call, including as much information as possible, to the responding authority.

6.5 RESPONDING TO WRITTEN BOMB THREATS

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6.5.1 Save all materials.

6.5.2 Avoid further handling of the envelope or container.

6.5.3 Report the incident immediately to Capitol Police at 404-654-7281, or if at a location other than 2 Peachtree Street, call 911.

6.5.4 Provide all materials to the responding authority.

7.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	July 30, 2013	Initial Issue

8.0 RELATED FORMS

None