

Annex F – Suspicious Objects

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Purpose

The purpose of this Suspicious Object Annex is to help Faculty, staff, and contractors recognize that aggressors (criminals, terrorists, etc.) may want to cause harm to BHCC facilities, faculty, staff, students, and the public, and one method to do so is to use packages as a means to deliver explosive devices, chemical or biological agents as well as radiological substances to a facility. This Annex outlines the steps and procedures used to identify and respond to a suspicious package or object.

This Annex should be activated in coordination with the Bomb Threat Annex.

Roles and Responsibilities

ALL BHCC Staff and Faculty	<ul style="list-style-type: none"> • Understand what a suspicious object or package is by using the Hidden, Obviously Suspicious, and not Typical (HOT) principles included at the end of this Annex • Remain calm • Do not disturb, move or otherwise touch a suspicious package/object • Keep the public and anyone (other than Campus Police and Law Enforcement/First Responders) as far away as possible but at least 100 feet from the suspicious package/object. This may mean that barricades, caution tape or other methods (e.g. closing an area or entire facility) may be needed to keep this setback established • Report suspicious objects to Campus Police or contract security • Assist in Campus Evacuation procedures (Annex 1), as necessary • Refer all media questions to the PIO
Emergency Management Team	<ul style="list-style-type: none"> • Maintain this Suspicious Objects Annex • Schedule and conduct regular exercises and trainings • Conduct incident After Action Reports (Annex) following an incident or report
EMT Chair	<ul style="list-style-type: none"> • Ensure awareness of the Bomb Threat Annex • Train all BHCC Faculty, Staff, and Students on bomb threat procedures and proper notification protocol • Coordinate with the Chief of Police in making the decision to evacuate/close the facility (Follow Campus Evacuation Annex) • Make the decision to re-open the building once all

	<p>clear has been provided by first responders</p> <ul style="list-style-type: none"> • Communicate all activities to the College President and Trustees • Manage the After Action Report and Improvement Plan process following an incident
Public Safety	<ul style="list-style-type: none"> • Ensure that all Public Safety staff are trained to identify and respond to suspicious objects, including determining if threat is credible • Maintain current law enforcement procedures on responding to suspicious objects/packages • During normal business hours the Chief of Police will make the decision to evacuate/close the facility • After business hours, the BHCC Police/security personnel will make the decision to evacuate/close the facility • Evaluate situation with on-site staff responding to threat. Determine if event can be managed from off-site or if the EMT should mobilize an Incident Command Post as necessary • Notify and liaise with local police department and Massachusetts State Police Bomb Squad • Assist in evacuation procedures, as necessary • Maintain perimeter and restrict unauthorized access to the facility
Operations and Logistics	<ul style="list-style-type: none"> • Provide support to Public Safety and the EMT Chair as directed.
Planning and Finance	<ul style="list-style-type: none"> • Provide support to Public Safety and the EMT Chair as directed
Public Information	<ul style="list-style-type: none"> • Coordinate all emergency communication platforms • Liaise with the media • Implement the EMT communications strategy • Evaluate communications and record for future reference

Scope

The procedure is to assist BHCC faculty staff in understanding the significance of a potentially suspicious object /package and what steps to take if such an item is discovered in or near the Campus. This also provides clarity that the Campus Police, with support from EMT, have the sole authority to decide what steps to take regarding a suspicious object or package.

Requirements

All newly hired employees should be made aware of this policy. Contractors and subcontractors should be made aware of evacuation procedures, should they become necessary.

References

- Annex E – Bomb Threat
- Massachusetts General Law – Chapter 269, Section 14
- Massachusetts Department of Fire Services – Bomb Threat Guidance
- HOT Principles
- United States Postal Service – Suspicious Mail or Packages Poster

Procedures

<i>Identifying and Securing Suspicious Objects</i>	Who
<ol style="list-style-type: none"> 1. Identify any package or object that appears suspicious using the HOT principles. Suspicious packages and objects may exhibit any of the following features (as well as anything else that an individual judges to be suspicious). There is no exact list of all things that make a package suspicious, it becomes a judgment decision. Some additional examples of suspicious features include, but are not limited to: <ul style="list-style-type: none"> • Packages that emit mechanical or electronic sounds • Objects that are “out of place” or appear to not belong • Chemical odors or fumes • Leaking fluids • Irregular shape or excessive weight • Protruding wires, aluminum foil, cylinders • Oily stains, burn marks • Objects that are not where they are expected to be • Mail or packages delivered from an unknown sender but addressed to a specific person at BHCC, misspelled names and words. • Mail or packages with excessive or missing postage, from foreign countries, or where the return address does not match the postal mark. 2. If a package or object looks suspicious or is suspected to be something that is different than it appears, do NOT touch or move it. 3. Contact the Campus Police. 4. Mark off and secure an area 100 feet across around the suspicious object using barricades, signs, caution tape or any other means available. 5. Wait for Law Enforcement to arrive and control the scene. 6. If anyone has previously handled a suspicious object/package, have him/her wash their hands and do not touch face, rub eyes, or handle food items until they are thoroughly cleaned. 	<p>BHCC Faculty and Staff</p>
<ol style="list-style-type: none"> 1. Respond to a report of a suspicious object immediately. 1. Follow Public Safety Suspicious Object procedures. 2. Assess the viability/likelihood of the threat. 	<p>Public Safety</p>

<i>Identifying and Securing Suspicious Objects</i>	Who
<ol style="list-style-type: none"> 3. Contact local and state bomb squads (508 820-2121 – MSP GHQ), as needed. 4. Contact the EMT Chair. 5. Work with law enforcement to evaluate the threat and determine if an evacuation is necessary. 6. Assist in evacuation procedures of the facility, if necessary. 7. Assist bomb squad(s) in searching the facility for the bomb, as requested. 8. Direct evacuation procedures as directed by Law Enforcement. 9. Ensure that all BHCC faculty, staff, students, contractors and visitors have evacuated the building and maintain a safe distance from the facility. 10. Establish a perimeter. 	

<i>Responding to Suspicious Object/Package</i>	Who
<ol style="list-style-type: none"> 1. Report any irregular, suspicious, or abnormal occurrences before, during, or after the incident. 	All Staff and Faculty
<ol style="list-style-type: none"> 1. Establish Emergency Operation Center to support response, as needed. 2. Support Public Safety and law enforcement response. 3. Follow Evacuation Annex procedures. 4. Follow Accounting and Reunification Annex procedures. 	EMT
<ol style="list-style-type: none"> 1. Follow Public Safety Suspicious Object procedures. 2. Conduct or support criminal investigation, as needed. 	Public Safety

<i>Follow-up and Review</i>	Who
<ol style="list-style-type: none"> 3. Report any irregular, suspicious, or abnormal occurrences before, during, or after the incident 4. Participate, as needed in any follow-up or review 	All Staff and Faculty
<ol style="list-style-type: none"> 5. Conduct or support criminal investigation, as needed. 	Public Safety

Attachments

- HOT Principles
- United States Postal Service – Suspicious Mail or Packages Poster

HOT Principles:



Is the item Hidden, Obviously Suspicious, and not Typical?

**H
O
T**

Examples of **HOT** to consider when assessing/reporting a suspicious object:

- Is the item positioned in a manner that indicates an attempt to conceal its presence?
- Has a threat been made that coincides with the discovery of the item?
- Was anyone observed abandoning the item and quickly leaving the scene?
- Is there a message attached to the item?
- Are there wires or batteries visible that may indicate an explosive?
- Are tanks, bottles, or bags visible that may indicate a chemical agent?
- Is there an unexplained odor present?
- Is there colored residue near the item?
- Is there a cloud, mist, gas, or vapor present?
- Are people in the area showing signs of illness or distress?

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

- Stop. Don't handle.

- Isolate it immediately.

- Don't open, smell, or taste.

- Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water

