

## Important Contacts

Call 911 to report any emergency

Safety & Security (on-campus)

- 510-833-8169 cell

Security Company ADS

- 800-794-1550

Hayward Police Non-Emergency

- 510-293-7000

LCCW Facilities Operations & Management

- 510-856-7144 cell
- 510-856-6199 cell
- 510-856-6212 cell

Public Affairs / Communications

- 510-780-4500, Ext. 2621
- 408-667-1817 cell

Incident Command

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# Life West Emergency Preparedness and Response Plan 1.1

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Life Chiropractic College West

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January 2016

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**LIFECHIROPRACTIC**  
COLLEGE WEST

Creating a Brighter Future for Humanity

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## Emergency Contact Directory

Name	ICS Position	Internal Phone	Cell Phone
Anatole Bogatski Radio 4	Incident Commander	(510)-780-4500 ext.4545	(510) 861-9820
Scott Donaldson	Incident Deputy 1	(510) 780-4500 ext.2180	(510) 750-4330
Bob Bishop Radio 5	Operations Chief	(510) 780-4500 ext.4795	NA
Joanne Gapuz	Operations Deputy 1	(510) 780-4500 ext.4541	(510) 825-1075
Victor Madamba	Operations Deputy 2	(510) 780-4500 ext.4532	(510) 928-4065
Jackie Biron	Planning Section Chief	(510) 780-4500 ext.2610	(510) 825-8177
Loretta Saunders	Planning Section Deputy 2	(510) 780-4500 ext.2025	NA
Jessi Clifton Radio 3	Planning Section Deputy 2	(510) 780-4500 ext.4560	(760) 447-5377
Manuel Gutierrez Radio 9	Logistics Section Chief	(510) 780-4500 ext.4534	(510)856-7144
Marco (Tony) Romo	Logistics Deputy 1	(510) 780-4500 ext.4534	(510) 856-6199
Christian Valdez	Logistics Deputy 2	(510) 780-4500 ext.4534	(510) 856-6212

## Introduction and Purpose

Life Chiropractic College West is committed to the safety and well-being of its students, staff, patients and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the College.

## Goals

The goals of Life Chiropractic College West in responding to an emergency situation include:

- The safety of all staff, students, patients, and guests.

- The physical and emotional well-being of staff, students, patients, and guests.
- The timely stabilization of an emergency situation.
- The protection of Life Chiropractic College West facility, property, and the belongings of staff, students, patients, and guests.

## Applicability and Scope

This plan applies to all employees of Life West and any person occupying the physical campus of Life Chiropractic College West; to include students, employees, contractors, patients, and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below. This “Life West Emergency Preparedness and Response Plan” is the complete college emergency plan and will be given to all department managers, ICS leaders, Student Council, and ESP committee members.

## Responsibility

The Life West emergency plan is the responsibility of the ESP committee. The committee will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to the committee chairperson.

## Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

1. Anatole Bogatski – VP/CFO
2. Scott Donaldson – VP Office of Academic Affairs

## ICS Structure

EMERGENCY RESPONSE ZONES & ICS Positions

### **Incident Commander (RADIO 1)**

1. Anatole Bogatski
2. Scott Donaldson (Deputy 1)
3. TBD (Deputy 2)

**Operations Chief**

- 1. Bob Bishop
- 2. Joanne Gapuz (Deputy 1)
- 3. Victor Madamba (Deputy 2)

**Planning Section Chief**

- 1. Jackie Biron
- 2. Loretta Saunders (Deputy 1)
- 3. Jessi Clifton (Deputy 2)

**Logistics Section Chief (RADIO 2)**

- 1. Manuel Gutierrez
- 2. Christian Valdez
- 3. Marco (Tony) Romo

A Zone Director is in charge of a general color coded geographic area and manages the division captains. They are responsible for organizing the area for drills, and evacuations as well as being responsible for reporting any potential safety or security issue in that area.

Division Captains assist the Zone Director in room checks, evacuations, etc.

**Zone Directors & Zone Captains**

<b>ZONE 1: BLUE</b>	
<b>ZONE DIRECTOR: Cheree Manicki (RADIO 1)</b>	<b>ext 4543</b>
<b>Zone Captain 1: Sharon Thompson</b>	<b>ext 2530</b>
<b>Zone Captain 2: Dr. Kristen Gates</b>	<b>ext 2020</b>
<b>Zone Captain 3: Hayley Wise</b>	<b>ext 2060</b>
<b>Zone Captain 4: Café Au Life</b>	<b>Radio 12</b>

<b>ZONE 2: YELLOW</b>	
<b>ZONE DIRECTOR: Andrew Herrera (RADIO 2)</b>	<b>ext 4660</b>
<b>Zone Captain 1: Jackie Biron</b>	<b>ext 2610</b>
<b>Zone Captain 2: Dr. Julie Dunfield</b>	<b>ext 2160</b>
<b>Zone Captain 3: Eunice Campoy</b>	<b>ext 4567</b>

**ZONE 3: PINK**

<b>ZONE DIRECTOR: Jessi Clifton (RADIO 3)</b>	<b>ext 4560</b>
<b>Zone Captain 1: Melanie Mai</b>	<b>ext 4280</b>
<b>Zone Captain 2: Dr. Kathleen Kinney</b>	<b>ext 4640</b>
<b>Zone Captain 3: Dr. Rhina Patania</b>	<b>ext 4400</b>

**ZONE 4: GRAY**

<b>ZONE DIRECTOR: Victor Madamba</b>	<b>ext 4532</b>
<b>Zone Captain 1: Joanne Gapuz</b>	<b>ext 4541</b>
<b>Zone Captain 2: Tracy Taino</b>	<b>ext 4544</b>

**ZONE 5: GREEN**

<b>ZONE DIRECTOR: Bob Bishop (RADIO 5)</b>	<b>ext 4795</b>
<b>Zone Captain 1: Teresa Geyer</b>	<b>ext 2740</b>
<b>Zone Captain 2: East Bay Upright MRI</b>	<b>Radio 13</b>

**ZONE 6: ORANGE**

<b>ZONE DIRECTOR: David Straub (RADIO 6)</b>	<b>ext 2271</b>
<b>Zone Captain 1: Fitness Center</b>	<b>ext 4800</b>

**ZONE 7: RED**

<b>ZONE DIRECTOR: Michelle Montoya (RADIO 7)</b>	<b>ext 2460</b>
<b>Zone Captain 1: Garet Marling</b>	<b>ext 2820</b>
<b>Zone Captain 2: Ashly Miller</b>	<b>ext 4549</b>

**ZONE 8: PURPLE**

<b>ZONE DIRECTOR: Brenda Johnson (RADIO 8)</b>	<b>ext 2560</b>
<b>Zone Captain 1: Marc Martin</b>	<b>ext 2680</b>
<b>Zone Captain 2: Annette Osenga</b>	<b>ext 2900</b>

**ZONE 9: BROWN**

<b>ZONE DIRECTOR: Manny Gutierrez (RADIO 9)</b>	<b>510-867-4145</b>
<b>Zone Captain 1: Tony Romo</b>	<b>510-856-6199</b>
<b>Zone Captain 2: Christian Valdez</b>	<b>510-856-6212</b>

## Emergency Communications (Internal)

During an emergency, Life Chiropractic College West will use the following means and methods of communication:

Landline Telephones

Cell Phones

Texting

Two-way Radios: There are thirteen (13) two-way radios on campus for emergency use. See distribution list below.

<b>Radio #</b>	<b>Assigned Employee</b>
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Radio 1	Cheree Manicki
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Radio 2	Andrew Herrera
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Radio 3	Jessi Clifton
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Radio 4	Joanne Gapuz
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Radio 5	Bob Bishop
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Radio 6	David Straub
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Radio 7	Michelle Montoya
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Radio 8	Brenda Johnson
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Radio 9	Manny Gutierrez
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Radio 10	ADS Security
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Radio 11	Receptionist
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Radio 12	Café Au Life
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Radio 13      East Bay Upright MRI

## Emergency Communications Notification System (e2campus)

### Media Inquiries

Inquiries from the media during or after an emergency will be addressed by the Chief Communications Officer, Diana Lavigne Rohini. The President's Office will be consulted in releasing any information to the media. At any time the media can simply be referred to the Chief Communications Officer.

### Test, Training, and Exercises

Life Chiropractic College West conducts initial employee and student training during orientation and emergency drills are held at random intervals, at least once annually. All employees and students are expected to participate in all emergency training procedures and drills.

Class representatives are requested and expected to discuss the emergency procedures outlined in this manual with their respective class. LCCW administrators, directors, managers, and supervisors are required to provide periodic training to ensure that all employees working in their department are knowledgeable of the LCCW's Emergency action Plans

### Emergency Protocols

#### Fire and Evacuation

##### **In the Event of a Fire:**

Pull the **Fire Alarm** and Call **911**

##### **If you see smoke or flames:**

Use **CARE**:

- **Contain** the fire by closing all doors as you leave
- **Activate** the nearest Fire Alarm pull station (Pull stations are located near all building exits)
- **Report** the fire by dialing 911



- **Evacuate** or extinguish (In most cases, it is best to Evacuate)

Use a **Fire Extinguisher** only if:

- You have been trained
- You have your back to an unobstructed exit
- You have a fully charged and proper type unit for the fire you are fighting
- The fire is contained, and you have reported the fire by **Fire Alarm** or **911** activation
- Everyone else has left the area
- There is little smoke or flames

Never fight a fire if:

- You lack a safe way to escape should your efforts fail
- It has left its source of origin
- You are unsure of the type of extinguisher you need or have
- If you can't control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

### **Building Evacuation**

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:

- Take only keys, wallets and essential belongings with you
- If possible wear weather appropriate clothing
- If you are the last one to exit your room close the doors
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don't run, to the nearest exit

- Use stairs, not elevators
- Assist people with special needs
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call Safety and Security at (510) 833-8169 to report location and number of people needing assistance
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- If you are unable to evacuate, call Safety and Security at (510)833-8169 and report your location
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of the Zone Director and Zone Captains or other identified emergency personnel
- Wait for instructions before returning to your building after an evacuation

## **Medical Emergency**

### **If someone is injured or becomes ill:**

- Stay Calm
- Dial **911** and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury if s/he is not moved
- Render first-aid or CPR only if you have been trained
- Do not leave the injured person except to summon help
- Comfort the victim until emergency medical services arrive

- Have someone stand outside the building to flag down the ambulance and/or Safety and Security when they reach the vicinity

## Bomb Threat

If you receive a bomb threat, **remain calm** and:

1) Obtain as much information as possible:

- Write down the number from where the call is coming
- Write down the exact time of the call
- Write down as accurately as possible the statements made
- Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)
- Listen for background noises
- Try to signal for someone else to also listen on the telephone line, if possible
- Do not hang up and stay on the line as long as possible; wait for the caller to hang up

2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:

- When will the bomb go off? How much time remains?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- How do you know about this bomb?
- Why was it placed here?
- Who are you?
- What is your name?

3) Call **911** immediately and then the **Security** at 510-833-8169

4) Complete a Bomb Threat Checklist (See Page XX) form located in your Desktop guide and online and have it ready, along with your notes from the call, for responding Officers. It

is recommended to have a Bomb Threat Checklist form handy, and follow it while receiving the threat

## **Hostile Intruder/Active Shooter**

### **If a hostile intruder/active shooter is Outside your building:**

#### **Run, Hide or Fight**

#### **Use your best judgment in each scenario.**

1. Get to a room that can be locked; close and lock windows and doors
2. Stay away from doors, windows and hide in a “hard corner”
3. Turn off the lights
4. Try to get everyone down on the floor (so that no one is visible from outside the room)
5. Call 911. The Dispatcher will ask for, at least, the following information:
  - a. Your name
  - b. Location of the incident (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter
  - e. Number of persons who may be involved
  - f. Your location
6. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
7. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Campus Safety & Security Officer

### **If a hostile intruder/active shooter is INSIDE your building:**

1. Exit the building immediately and try to get as many people as you can to go with you.
2. Notify anyone you may encounter to exit the building immediately and get away from the building.
3. After exiting, get away from the building to a safe location where there is cover and concealment. (be aware of secondary devices such as explosives, additional suspects, etc)

4. Call 911. The Dispatcher will ask for at least the following information:

- a. Your name
- b. Location of the incident (be as specific as possible)
- c. Number of shooters (if known)
- d. Identification or description of shooter
- e. Number of persons who may be involved
- f. Your location

***If exiting the building is not possible, the following actions are recommended:***

1. Go to the nearest room or office
  - a. Stay in the corner away from windows, doors and blinds.
  - b. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
2. Close and lock the door and/or block it (try barricading the door with desks and chairs)
3. Cover the door windows
4. Call 911 (the Dispatcher will gather information from you)
5. Keep quiet and act as if no one is in the room (silence cell phones)
6. DO NOT answer the door
7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
8. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Campus Safety & Security Officer

**If a hostile intruder/active shooter Enters your office or classroom:**

1. Remain calm
2. Dial 911 (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place)
3. Try to escape, but if unable, you must take action to survive! Make a quick survival decision, either:
  - a. Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or

- b. Play dead (pretend to be unconscious), or
- c. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); **Only you can decide if this is something you should do**
- d. Create an action plan with others in the room. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do**

***If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:***

1. Close and lock the door and/or block it (try barricading the door with desks and chairs)
2. Call 911 (if not on the line already)
3. DO NOT answer the door and stay in place behind cover
4. Do not respond to any voice commands until you are sure that they come from a Police Officer, a Campus Safety & Security Officer

**If you decide to flee during a hostile intruder/active shooter situation:**

1. No matter what the circumstances, make sure you have an escape route and plan in mind
2. Do not attempt to carry anything while fleeing
3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
4. Move quickly, keep your hands up high and visible
5. Follow the instructions of any Police Officers you may encounter

**What to expect from responding police officers:**

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

1. Remain calm
2. Do as the officers tell you
3. Put down any bags or packages you may be carrying
4. Keep your hands up and visible at all times
5. If you know where the hostile intruder/active shooter is, tell the officers and give them important information such as how many shooters, type of weapon, description of the suspect(s), etc.
6. Once out of harm's way remain at whatever assembly point authorities designate
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
8. Do not leave until you have been interviewed and released

## **Utility Failure and Natural Disaster**

### **Utility Failures**

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. Life Chiropractic College West's Campus Enhancement Team has procedures and personnel to deal with utility failures and resumption of service. For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify your supervisor
- If the building must be evacuated, please remain calm and find the closest/safest exit
- Unplug all electrical equipment (including computers) and turn off light switches
- Use a flashlight: Do not light candles or use other kinds of flames for lighting
- Laboratory personnel:
  - Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating
  - Close all fume hoods and chemical containers
- Elevators:
  - If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help

- If it is safe for you to stay in the building, stay near the passengers until assistance arrives
- If you are trapped in an elevator, help will be there soon:
  - Remain calm
  - Use the Call Button of Phone to call for help
  - Do not try to climb out or exit the elevator without assistance

## Floods

Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. The Emergency Safety Committee monitors the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to Campus Enhancement (510) 856—6199 or (510) 856-6212
- Move to higher, safer ground
- Shut off all electrical equipment
- If in a lab, secure all laboratory experiments
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from Safety and Security
- If the building must be evacuated, please exit to your closest and safest exit.
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by your Zone Director and/or Zone Captain
- If you are assisting with flood cleanup, report immediately to Campus Enhancement of any oil, chemical, or radioactive materials suspected of mixing with flood waters

## Tornadoes

Tornado, although are rare in California, can occur. A “**Tornado Watch**” means that tornadoes could potentially develop. A “**Tornado Warning**” means a tornado has actually been sighted. If you see a tornado, report it immediately by calling 911, and seek shelter or safety:



- Go to a lower floor of interior hallway or corridor (preferably a steel-framed or reinforced concrete building)
- Seek shelter under a sturdy workbench or heavy furniture if no basement is available
- Listen for reports and siren/public address announcements
- Avoid:
  - Top floors of buildings
  - Areas with glass windows or doors
  - Auditoriums, gymnasiums, cafeterias, or other areas with large, free-span roofs
- If out in the open:
  - Cars -do not wait out the storm in a car; cars are not safe in tornadoes
  - Move away from the path of the tornado at a right angle direction
  - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape

## Earthquakes

During a major earthquake, you may hear a roaring or rumbling sound that gradually gets louder. You may feel a rolling sensation that starts out gently and within a second or two grows violent, or you may first be jarred by a violent jolt. A second or two later, you may feel shaking and find it difficult to stand up or move from one room to another. If an earthquake occurs:

When shaking is felt

- Get under a desk, table, or stairwell or move against an interior wall.
- Cover your head with your arms.
- Stay away from big windows, shelves, or tall room partitions.
- Remain under cover until the movement subsides.
- When shaking stops, look for trapped or injured people and ruptured utilities.

Minor earthquake

- If minor damage occurs in your area, inform a zone member in the Employee Safety Committee.
- Remain at your station and await further instructions from key personnel.

Major earthquake

- If severe building damage occurs, evacuate building
- Assemble at your designated area; wait for instructions from emergency personnel.
- Report missing persons and ruptured utilities to emergency personnel immediately.
- Provide CPR and first aid to seriously injured people, if you have been trained.

- Food, water, first aid supplies, etc., will be distributed by emergency personnel as part of the campus wide emergency response program.
- If none of these is available: move against an interior wall and cover your head with your arms

If damage has occurred in your area, inform your Zone Director/Captain or Campus Enhancement 510-856-6199

## **Shelter in Place/Safe Shelter**

Shelter in Place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows.

It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus.

Shelter in place procedures will be initiated through the various notification systems used by Life Chiropractic College West

- Stop classes and/or other operations in the building.
- If there are visitors in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately, where they are.
- Close and lock all doors, windows, and other openings to the outside.
- If necessary/possible, turn off heating or cooling system.
- Tune to the radio for updates.
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
- Stay away from windows and doors.
- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the “Hostile Intruder/Active Shooter” section.
- Remain calm and await further instructions.

**DO NOT** leave the room until directed to do so by your Zone Director/Captain or Safety Officer.

## Suspicious Package or Object

If you receive a written threat or a suspicious parcel, or if you find a suspicious object anywhere, call 510-856-6199 immediately to report it to Campus Enhancement. Never touch, move, or tamper with suspicious objects under any circumstances. Prevent others from handling it or going near it. Do not use cell phones or radio equipment within 100 feet of the suspicious object as they might detonate explosives.

Write down everything you can remember about receiving the letter or parcel or finding the object. The police will need this information.

### Recognizing Suspicious Packages or Objects

Be cautious of:

- Foreign mail, air mail, and special deliveries
- Restrictive markings such as “confidential” or “personal”
- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Misspelling of common words
- Oily stains or discoloration on package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or tinfoil
- Excessive tape or string
- Visual distractions
- No return address

### IF YOU RECEIVE A WRITTEN THREAT OR SUSPICIOUS PARCEL, OR IF YOU FIND A SUSPICIOUS OBJECT

- Call Hayward Police 510-881-7501.
- Keep others away from object.
- Do not use cell phones or radio equipment within 100 feet of object.
- Write down everything you can remember about receiving the letter or parcel or finding the object.
- Be prepared to relay this information to law enforcement.
- Follow instructions of Hayward Police or Fire personnel.
- If instructed to evacuate, move at least 300 feet away from the building. Do not reenter the building until instructed to do so.

### BOMB THREAT CHECKLIST

Copy this sheet and place it near your phone.

Time of call: \_\_\_\_\_ Length of Call: \_\_\_\_\_ Sex of Caller: \_\_\_\_\_

Race/nationality of caller: \_\_\_\_\_ Age of Caller: \_\_\_\_\_

Caller's Voice:

- Calm                     Disguised                     Angry                     Accent
- Excited                     Familiar                     Slow                     Deep
- Rapid                     Nasal                     Soft                     Stutter
- Loud                     Lisp                     Laughter                     Raspy
- Crying                     Ragged                     Normal                     Clearing Throat
- Slurred                     Deep breathing                     Distinct                     Cracking Voice

Threat Language:

- Well-spoken                     Incoherent                     Educated                     Foul                     Irrational

Message read by threat maker    Remarks: \_\_\_\_\_

Background Sounds:

- Street noises                     Voices                     House noises                     Static                     PA system
- Phone booth                     Music                     Local                     Office machinery
- Long distance                     Factory machinery                     Animal noises                     None

Other: \_\_\_\_\_

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?
10. If the voice is familiar, who did it sound like?

IMMEDIATELY DIAL 911 OR 510-833-8169

Give responding officers this completed sheet.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_

Exact wording of the threat:

\_\_\_\_\_

# Campus Map & Zones



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