

*Unitarian Universalist Congregation of  
Atlanta (UUCA)*

# **Emergency Preparedness Procedures & Guidelines**

*Updated September 24, 2013*



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## **Background & Introduction to the Safety Plan**

Based on Emergency Plan Template for Faith Based Organizations, developed by Missouri HS, distributed by Dekalb County, this plan has been developed with resources from: the UUA Trauma Response Ministries, consultation with the Safety Director of the Feminist Women's Health Clinic, and CDC resources among others. *(Special thanks to Julie Lepp, Kay Golan and Joetta Prost)*

### **Introduction:**

No one likes to think about an emergency or a bad thing happening but everyone knows that being prepared leads to better outcomes. Emergency Preparedness is not only a good thing to do but also the responsible thing to do for any organization that has employees, volunteers and customers/congregants. This plan was developed for the Unitarian Universalist Congregation of Atlanta (UUCA) to give thoughtful consideration to all types of emergencies and prepare for the best outcome possible.

### **Safety/Emergency Preparedness Policy and Principles:**

UUCA's Policy Governance Executive Mandates, section F, states the Executive shall not:

1. Neglect to maintain appropriate policies for risk management, safety and security, including policies addressing the prevention of abuse of children and adults.

### **Reasonable Interpretation:**

- We are functioning within this Executive Limitation IF
  - we have a set of written, up-to-date, comprehensive policies addressing risk, safety, and security that is easily accessible to all UUCA participants
  - all congregational staff and key volunteers sign off on our up-to-date comprehensive risk, safety, and security policies.
  - once every two years, staff take the congregation through at least one emergency evacuation procedure (like a fire drill).

Additional Emergency Preparedness Principles include:

- Be prepared, make a plan
- Create a Team
- Train & Practice
- Stay informed

## **The UUCA Safety Team**

### **Role**

The safety team is made up of staff and volunteers already in leadership roles in the congregation. The safety team members are staff members or volunteers who review the safety plan at least annually to evaluate and suggest changes. The safety team will also be called on to evaluate how procedures and guidelines were carried out following an incident and/or safety drill.

### **Safety Team Members**

The Administrator shall be responsible for identifying person(s) to serve on the Safety Team.

### **Safety Drills**

The Safety team will assist in conducting safety drills at least once per year. This shall include a fire drill and/or a tornado drill. Safety drills should follow emergency procedures for evacuation and safety.

## **The Designated Roles in an Emergency**

### **Reporter**

This person reports the incident information to the Incident Leader. This person can be a volunteer, member or friend of UUCA, guest or staff person.

### **Incident Leader**

The Incident Leader is the person in charge of the situation and all instruction and directions come from him/her. This person is responsible for coordinating the event and is trained to make the following decisions:

1. Do we need to call 911 for the situation?
2. Do we need to evacuate?
3. Do we need the Emergency Kits?
4. What additional help assistance is needed (assigns roles as needed)

### **Communications Coordinator**

This person communicates with first responders, and staff and UUCA leaders in evacuation locations.

### **Determining the Incident Leader**

The Incident Leader's name will be posted in the Office, Front Lobby and the Social Hall. The person who is serving as the Incident Leader is responsible for posting this information. The Incident Leader will be assigned by the Administrator using the following guidelines:

#### **Situation A**

##### **Day of Week/Time of Day/# People in Building**

- Sundays between 8:00 am – 3:00 pm (300+)
- Wednesdays between 5:00 pm – 10:00 pm (100 – 125)

##### **Building Usage Factors**

- High number of attendees in the building (100+)
- High number of staff in the building (2+)
- Volunteer Greeters and Ushers in the building
- Paid Building Attendant in the building

Assigned Incident Leader: paid **Building Attendant**

#### **Situation B**

##### **Day of Week/Time of Day/# People in Building**

- Sundays between 3:00 pm – 9:00 pm (25 – 75)
- Monday – Thursday 5:00 pm – 9:00 pm (25 – 100)
- Friday between 5:00 pm – 12:00 am (15 – 50)
- Saturday between 7:00 am – 12:00 am (15 – 100)

##### **Building Usage Factors**

- Medium number of attendees in the building (50-99)
- No staff in the building
- No Volunteer Greeters and Ushers in the building
- Paid **Building Attendant** or Volunteer **Building Attendant(s)** may be in the building depending on the events scheduled.

Assigned Incident Leader: paid **Building Attendant** or  
trained **Volunteer Building Attendant**

## **Situation C**

### **Day of Week/Time of Day/# People in Building**

- Monday – Friday 9:00 am – 5:00 pm (varies)

### **Building Usage Factors**

- Small number of attendees in the building (25 -75)
- High number of staff in the building (2+)
- No Volunteer Greeters and Ushers in the building
- No Paid **Building Attendant**

Assigned Incident Leader: **Administrator** or **Executive Director**

## **Emergency Kits**

UUCA has three Emergency Kits for use during an emergency evacuation or during other types of emergencies. They are located in:

- UPSTAIRS – in the administrative office,
- UPSTAIRS – in the RE office
- DOWNSTAIRS - in the theatre

The Incident Leader will identify the person(s) responsible for the kit(s) when announcing the decision to evacuate.

The Administrator will be responsible for inspecting the Emergency kits at least once a quarter, prior to a drill, and immediately following an incident. A record of these inspections and replacement of items will be kept by the Administrator.

### **Contents**

- UUCA Emergency Preparedness Manual
- An up to date emergency phone list for staff, Dekalb Co. police/fire/emergency response
- An up to date Congregational Directory
- 10 writing tablets and pens/pencils
- 10 magic markers
- 500 plain white peel-off name tag stickers (used to identify injured persons)
- Safety gloves (a minimum of 5 pairs per kit)
- Copies of photographs of the building (interior and exterior)
- Copies of RE class rolls
- Flashlight and extra batteries

- Bullhorn and extra batteries
- Basic first-aid kit for 100 people

**Designated Reunification Point**

In the event of an emergency evacuation, childcare providers and or children's classroom teachers are charged to account for and safely escort children from the building. Parents/Guardians should not try to claim or connect with their child or children until AFTER leaving the building. Parents/Guardians and children will meet at the Designated Reunification Point and after communicating with the childcare worker and/or teacher claim their child(ren).

The Designated Reunification Point is at the Southeast corner of the parking lot near the fence close to the dumpster/recycling area.

## **Emergency Situation Guidelines** **(for Incident Leader & other providing assistance during an emergency)**

### **Injuries**

- Follow basic First Aid and CPR training only.
- Never move someone up who has fallen.
- Make the injured person comfortable until first responders arrive.
- Other people near the area where the injury occurred should move back out of the way of those in charge of the situation.
- Use Universal Precautions anytime assistance is rendered. Gloves are available in the Emergency Kits.

### **Fire and Smoke Emergencies**

- Activate the manual fire alarm by pulling the lever on of the fire alarm box(es) located throughout the UUCA building
- Initiate evacuation procedures for any occupants of the affected building(s)
- Call 911 (move to a safe area before making this call).
- Give your name, telephone number, and location.
- Describe the situation.
- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury attempt to extinguish the fire.
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.

### **If the Fire Warning Alarm Sounds**

- Do not use the elevator/lifts.
- Immediately initiate evacuation procedures.
- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Proceed to the ground level and outdoors.
- Move **upwind** of the building at least 75 feet away from the building and beyond designated fire lanes.
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an “all clear” is issued by the Incident Leader. (Note: The “all clear” should be initially issued by the Fire Department.)

## Severe Weather Emergencies

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:

- **Tornado WATCH:** Indicates that weather conditions are present that **may** develop into a tornado. Announce this to everyone present.
- **Tornado WARNING:** Indicates that a tornado has been sighted in the immediate area. Protective measures must be taken immediately.
- **Other severe weather watch or warning**

### General Severe Weather Procedures:

- **If a Tornado WATCH** is announced a Incident Leader (or designee) monitor the weather channel/radio to see if it moves to a WARNING.
- **If a Tornado WARNING** for the North Druid Hills Rd/NE expressway, Dekalb County areas, the Incident Leader may instruct everyone move to the basement.
- If children are in classroom, they will be moved to the basement by their teacher/care giver and reunited with parents as soon as possible.
- Teachers should keep their class rosters with them during the drill and remain with the class to be sure all students are present and are taking safety precautions.
- The Incident Leader (or designee) will contact **911**, the DeKalb Police, to report injuries and/or damage if they occur.
- Do not use elevators.
- Assist disabled persons in your area.
- Shelter in place until you hear an announcement the Incident Leader that it is safe to return to your area.

### Severe Thunderstorm Warning:

- Closely monitor weather developments and announcements.
- Recommend staff/congregants/visitors/ move to the basement if wind increases to a level where it seems appropriate.

### Tornado Safety Basics

#### **If you are indoors, the general responses to a tornado warning are:**

- Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris—the cause of most injuries in office buildings.
- Warn others. Encourage them to get to safety immediately.
- Move away from large expanses of unsupported ceilings.
- Move away from building perimeter area.
- Move to an interior room away from windows—to an enclosed room or conference room, a rest room, an interior stairwell.
- If in an interior hallway, away from windows, crouch down as low as possible.

- If you are in an elevator/lift, stop and get off at the next floor and take cover in an interior hallway or interior room. Do not use elevators during tornado warnings.
- If moving to a safer location in the building is not possible, get under a desk or table in an interior office.
- Once you've situated yourself in the safest place you can find, protect your face and head, and stay where you are until an "all clear" signal is given. (If circumstances change and new dangers are present, seek a different safe place.)

**If you are outdoors, the general responses to a tornado warning are:**

- If at all possible, move indoors to an interior room.
- If moving indoors is not possible, take cover near objects that are low

**Intruder/Active Shooter Emergency**

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call **911** or other appropriate emergency #'s.
- Don't stay in open areas.
- If in the office, office staff should use the designated safety phrase to alert staff to potential danger
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take.
  1. You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.
  2. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
  3. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
  4. The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be an option.
  5. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

6. Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.
7. If you are not in harm's way and it is appropriate for the situation fill out the **Kidnapping and Hostage Checklist** form and give it to the police when they arrive.

### **Should a Shooter or Violent Person Enter the Sanctuary**

When faced with an armed, violent person, consider precautions as listed above. Follow directions from Worship/Incident Leader (or designee) when possible and consider what is best for your and other's safety. Some of the actions discussed above may be appropriate for congregants as well as calling 911, if out of sight.

### **Bomb Threat/Suspicious Package**

#### **Bomb Threat**

- If you observe a suspicious object or package, **DO NOT HANDLE IT!!!** Clear the area and call 911 immediately.
- If you receive a bomb threat over the telephone ask the caller the following questions:
  1. When is the bomb going to explode?
  2. Where is the bomb located?
  3. What kind of bomb is it?
  4. What does it look like?
  5. Why did you place the bomb?
- Keep talking to the caller as long as possible and record the following information:
  1. Time of call.
  2. Sex of caller.
  3. Age of caller if able to determine.
  4. Speech pattern, possible nationality, etc.
  5. Emotional state of caller.
  6. Background noise.
- After you have gathered the information above, **notify the Incident Leader.**
- Complete the Telephone Bomb Threat Questionnaire and submit it to the staff person.
- If the police advice to evacuate building, you will be instructed to evacuate the building.
- When necessary, the police will conduct a detailed bomb search of the building.
- If an emergency exists, the building's fire alarm system will be activated.

- If an evacuation is called, you should leave the building immediately by using the nearest marked exit and alert others to do the same.
- Assist disabled persons in exiting the building!
- **DO NOT USE THE ELEVATORS/LIFTS DURING A FIRE!**
- **DO NOT RE-ENTER** an evacuated building unless instructed.

### **Bomb Threat: Identifying Suspicious Items**

- Look closely around work area when you arrive for work. This will help you if you are called on to identify unusual or suspicious items later.
- Report potential safety or security problems to the Incident Leader.

### **What does a suspicious letter or package look like?**

- Protruding Wires
- No return address
- Addressed to title only or incorrect title
- Lopsided or uneven address information
- Misspellings of common words in your name or address
- Badly typed or written information
- Strange odor
- Excessive tape or string
- Oily stains
- Rigid or bulky

### **What should you do if you receive suspicious mail and/or package?**

- Do not shake or empty the contents of any suspicious envelope or package.
- Do not smell or taste the contents.
- Cover the envelope or package with anything (e.g. paper, trash can, etc.) and **DO NOT REMOVE** this cover.
- Turn off any portable fans, which might be in the area.
- Leave the room and close the door, or section from the main area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any harmful substance to your face.
- **Call 911.**
- Make a list of all of the people who were in the area when the letter or package arrived and give this information to the police.

## Communicating During a Mental Health Crisis

### What to do when a mentally ill person disrupts a congregational event:

**Stay calm.** The majority of mentally ill persons are not dangerous, but can be difficult to manage. Common signs of mental illness include: audio or visual hallucinations, disorientation, paranoia and aggression.

**If the person states intent to harm her/himself or another person, call 911 immediately.** Give explicit directions where police should enter UUCA to find you and the person.

**Ask someone to let one of the Incident Leader know** about what is happening and to return to let you know that a staff person was located. (The staff person will make sure that our RE classes are secured before they return to help you.) In the UUCA Office, call a staff person and use the *emergency phrase*.

**Ask someone to stay nearby** to assist you.

**Using a soft, respectful approach,** move the person away from the event and to another place where you can be seen (e.g., the library, or the bench near the library).

**Keep your tone even and conversational.** In a conversational manner, ask for the person's name and where they live.

**Give the person plenty of personal space.** Don't touch the person unless it is necessary and if you do, let the person know you are going to touch him/her. If possible, the person should not be physically or verbally coerced to leave the building.

**Stay calm until the Incident Leader arrives.** Listen to the person's story, avoiding any attempts to challenge or argue with what may seem to be irrational remarks.

**When the staff person arrives, he/she will give the person a choice of what to do next:** (a) to return to their car to go home, (b) to contact a local family member or friend who can pick them up, or (c) to call the police so that they may help the person. Accompany them outside to their car or wait until the family or police arrive.

### Warning Signs:

It must be stressed that if you have had contact with ANY INDIVIDUALS who display the following tendencies, that you may contact law enforcement, and certainly notify leaders in your organization:

- Threatens harm or talks about killing others.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.

- Possesses or draws artwork that depicts graphic images of death or violence.
- Frequently initiates domestic violence.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.
- Acts out of context with surroundings (ex: wearing large bulky coat in the summertime.)

**Please Note:**

*This Emergency Preparedness Plan cannot cover every possible situation that might occur. Nevertheless, it is a training tool that can reduce the number of injuries or death when put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.*

## ***APPENDIX 1: Emergency Telephone Numbers (Updated 03/31/2013)***

***For All Emergencies Dial 9-1-1—***

### **Other Important Telephone Numbers**

#### **UUCA Office Staff:**

*Office Staff Hours Monday – Friday 9:00 am – 5:00 pm*

<b>Contacts:</b>	Sherri Wiseman	404-634-5134 X 227 Cell 404-323-0293
	Scott Howell	404-634-5134 X 212 Cell 404-579-1192

#### **UUCA Building Attendants:**

*Monday – Thursday 5:00-9:00 pm and Sundays 7:00 am-3:00 pm*

<b>Contacts:</b>	Dan Moore	678-428-8425
	Bo Gaiason	404-989-2476

#### **After Hours Building Emergency**

*(USE ONLY use if no attendant is available at UUCA):*

<b>Contacts:</b>	Sheri Wiseman	Office Administrator	Cell 404-323-0293
	Scott Howell	Business Administrator	Cell 770-833-1733

#### ***UUCA Emergency Contacts:***

#### **UUCA Senior Staff**

Rev. Anthony David Makar	Senior Minister	Cell 404-539-5064
Rev. Jane Thickstun	Interim Associate Minister	Cell 404-821-7976
Mr. Barb Greve	Int. Director of RE	
Tessie Mandeville	Pastoral Care Coordinator	Cell 404-664-1832
Donald Milton, III	Director of Music	Cell 248-943-4278
Kelly Schwartz	Welcome Coordinator	Cell 404-775-9562
Michelle Bishop	RE Assistant	Cell 678-997-9994
Travis Vaughn	Accompanist	Cell 404-509-4337

#### **UUCA Board of Trustees 2013 – 2014 Term**

Joetta Prost	President – Elect	Cell 678-357-9842
June Lester	President – Elect	Cell 678-451-2449
Grier Paige	Finance Trustee Officer	Home 770-558-1964
Cynthia Hoffner	Trustee	Home 404-687-0173
Karen Martin	Trustee	Cell 404-210-1559
Bill Mengel	Trustee	Home 678-560-4000
Bailey Pope	Trustee	Cell 404-550-1920
Beth Valentine	Trustee	Cell 770-833-3937

Melissa Marion-Landis Trustee  
Howard Lewis Trustee  
Amelia Shenston Trustee

**Others**

**UUA Trauma Response Ministry** 1-866-730-8181  
President: Rev. Susan Suchoki Brown

**UUA Southeast District** 704-549-0750 or 1-800-549-0751

**DeKalb County, GA Homeland Security Office** 770- 270-0413

**DeKalb County Emergency Numbers**

**Water and Sewer Problems** 770-270-6243

**Roads & Drainage** 404-297-3840

**Signal Lights/Stop Signs** 678-406-7944

**Red Cross** 404-876-3302 Option 1: Disaster/International Services (24-hour help line)

**Guide One Insurance**

**Contact:** Thomas Ketring 770-510-4335  
**Claims:** 1-888-748-4326 (24 – hour Claims Reporting Service)  
**Policies:** Commercial Umbrella Liability Policy 1243-546  
Workers Compensation 01236692H

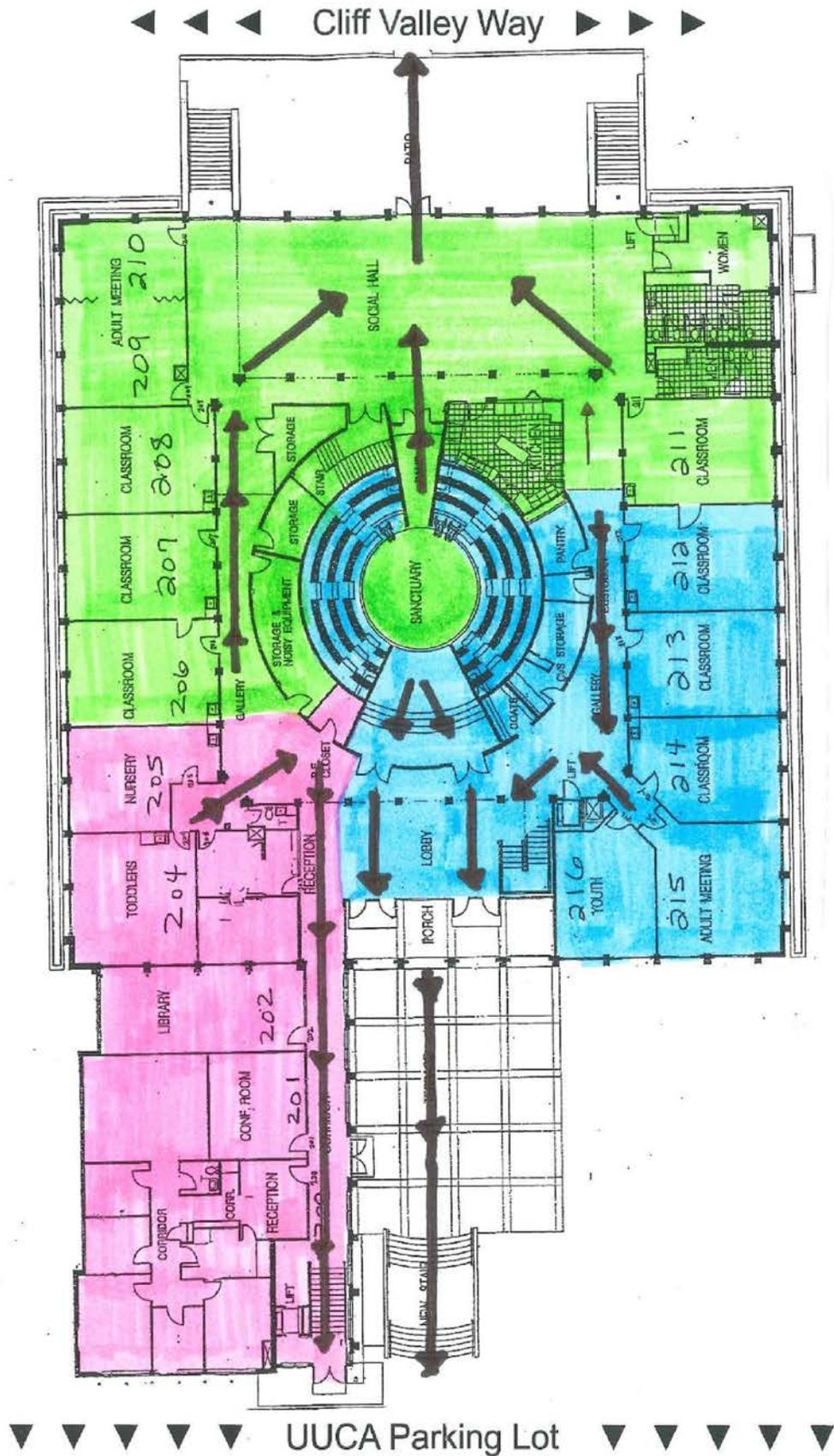
**Georgia Department of Public Health** 404-463-5440

**After Hours Public Health Emergencies:** 1-866-PUB-HLTH (1-866-782-4584)

**FEMA –** Federal Emergency Management Agency 1-800-621-FEMA  
(3362)

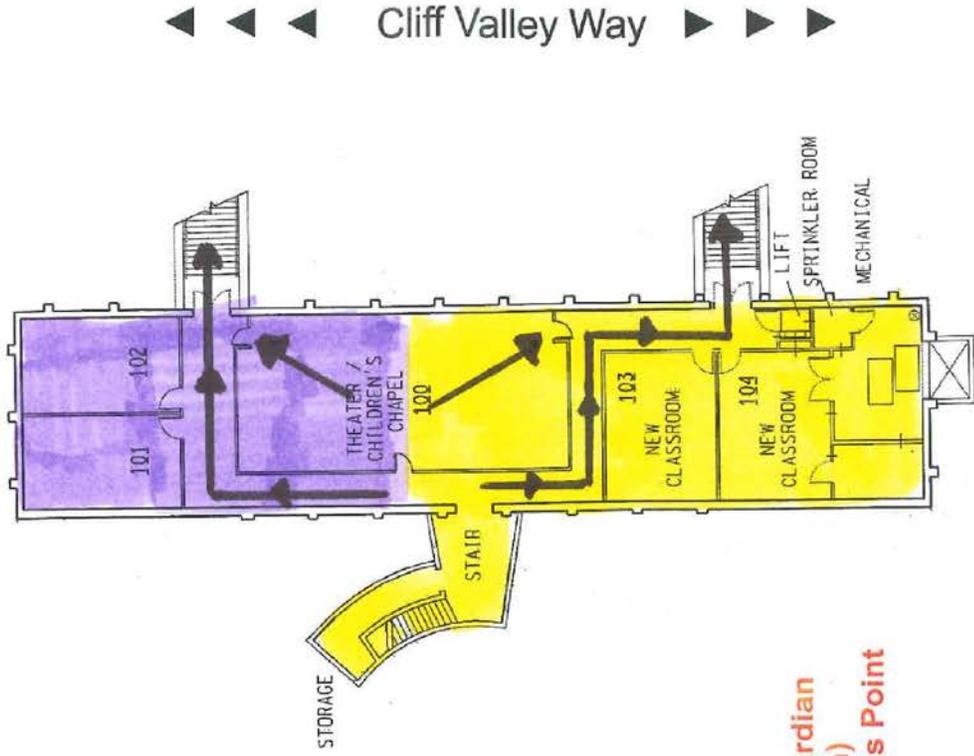
Region IV Office 770-220-5200

# EMERGENCY EVACUATION MAP



Main Floor Plan – Basement map on reverse side

# EMERGENCY EVACUATION MAP



**Parent/Guardian & Children Rendezvous Point**

- In the event of an emergency evacuation, childcare providers are charged to account for and safely escort children from the building;
- Parents/Guardians should not try to claim or connect with their child(ren) until AFTER leaving the building;
- The designated Parent/Guardian Rendezvous point is at the **South – East corner of the UUCA parking lot**

Cliff Valley Way  
 UUCA  
 I-85 Access Road  
 Parking Lot  
 Fence

▼ ▼ ▼ ▼ ▼ UUCA Parking Lot ▼ ▼ ▼ ▼ ▼

▲ ▲ ▲ Cliff Valley Way ▲ ▲ ▲

**Basement Floor Plan – Main Floor Plan on reverse side**

### **APPENDIX 3: Incident Report Form**

TO:

DATE: \_\_\_\_\_

To be completed in the event of an accident or incidence of inappropriate or unacceptable behavior.

DESCRIBE THE INCIDENT: (in the case of an accident, provide as many details -time, place, conditions, witnesses - as possible).

DESCRIBE MEASURES TAKEN:

FOLLOW-UP:

REPORTED BY:

---

(PRINTED NAME AND SIGNATURE)

FOLLOW UP BY:

---

(PRINTED NAME AND SIGNATURE)

*If incident involves a minor child:*

PARENT:

---

(PRINTED NAME AND SIGNATURE)

# APPENDIX 4: Telephone and Bomb Threat Questionnaire

## TELEPHONE BOMB THREAT QUESTIONNAIRE

**BE CALM!!**

**LISTEN CAREFULLY AND DO NOT INTERRUPT!!**

PLEASE COMPLETE THE FOLLOWING QUESTIONS	
1.	Copy exact text of message: _____ _____ _____
2.	Question caller : A. When will the bomb go off? _____ B. Where is the bomb located? _____ C. What kind of bomb is it? _____ D. Please describe what the bomb looks like. _____ <p style="text-align: center; margin: 5px 0;">*** KEEP PERSON TALKING - Record Comments ***</p> E. Why was it placed? _____ F. Will it hurt people? _____
3.	Record any background noises: _____
4.	Caller's location: Local _____ Internal _____ Distant _____ Booth _____
5.	Voice features : Accent _____ Stutter, slur or lisp _____ Intoxicated _____ Other _____
6.	Caller's identification : Sex:            Male _____ Female _____ Age:            Under 20 _____ Possible race: Caucasian _____ Over 20            _____ Black _____ Over 35            _____ Hispanic _____ _____ Other _____
7.	Attitude : Sincere _____ Rational _____ Calm _____
IMMEDIATELY AFTER THE CALL DO THE FOLLOWING	
8.	Record the time of call _____ A.M. / P.M.
9.	Notify ministry official (Mr./Mrs.) _____ Time _____ A.M. / P.M.
10.	Notify police : Phone Number (    ) _____ Time _____ A.M. / P.M.
11.	Notify other involved parties (    ) _____ Time _____ A.M. / P.M. (    ) _____ Time _____ A.M. / P.M.
12.	Record the following : Your name _____ Phone No. (    ) _____ Location where call was received _____ Phone number or line where call was received _____
Signature _____	Date _____

# APPENDIX 5: Kidnapping/Hostage Checklist

BE CALM, COURTEOUS, LISTEN AND DO NOT INTERRUPT.

Exact statements of caller: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

## Questions to ask:

1. Who has been kidnapped? \_\_\_\_\_

2. Who are you? \_\_\_\_\_

3. How can we be sure you have this person? \_\_\_\_\_

4. Is he/she safe and unharmed? \_\_\_\_\_

5. What are your demands? \_\_\_\_\_

6. Under what conditions? \_\_\_\_\_

7. If we meet your demands, how do we know he/she will be released unharmed? \_\_\_\_\_

\_\_\_\_\_

8. Where/how can I reach you? \_\_\_\_\_

### BACKGROUND SOUNDS

- DISHES
- HOUSE SOUNDS
- MACHINERY
- PEOPLE TALKING IN BACKGROUND
- PA SYSTEM
- AIRCRAFT
- MUSIC
- ON-CAMPUS?
- OFF-CAMPUS?

### CALLER'S VOICE

- FEMALE
- MALE
- ADULT
- JUVENILE
- ACCENT
- WELL SPOKEN
- CALM
- RAPID
- SLOW
- CRYING
- LAUGHING
- SPEECH IMPEDIMENT
- DEEP VOICE
- FAMILIAR VOICE
- READING FROM SCRIPT?
- KNOWLEDGE OF UUCA

