

APPROVED James O. Williams

PROPER HANDLING OF SUSPICIOUS/HAZARDOUS OBJECTS AND MATERIALS

I. GENERAL

The Fairbanks North Star Borough is concerned about community safety. The proper handling of suspicious materials is a priority to ensure safety of our employees and users within our operations.

II. PURPOSE

The purpose of this policy is to identify the proper methods for handling suspicious and or hazardous objects encountered in the workplace.

III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows the procedure set forth in this policy.
- B. Compliance with this policy is the responsibility of all Borough employees.
- C. Human Resources shall maintain this policy.

IV. POLICY

- A. This policy establishes control and direction for the safe and proper handling of suspicious and or hazardous materials.

V. PROCEDURE

- A. An employee that locates a suspicious object or hazardous material will immediately report the situation to his/her supervisor. The employee will not attempt to resolve the situation or remove the object but will take appropriate actions that limit exposure to surrounding personnel. If a situation warrants immediate action to protect life safety, employee will initiate contact with proper outside emergency agencies.
- B. If not determined to be an immediate life threat, the appropriate Supervisor will proceed immediately to the scene using due caution, review the situation and re-assess the threat. If their assessment warrants, the supervisor will notify the Building Manager and request personnel from the Emergency Operations Department.
- C. Based on the threat assessment towards life safety, the Building Manager or Emergency Operations may order the building evacuated and notify the police agency having jurisdiction for that particular building of the situation.
- D. Upon notification of evacuation, all employees will secure their areas, escort any citizens noticed in the building, and evacuate the building via the stairwell route assigned to their area. The elevators are not to be used for evacuation of any building.

- E. When employees leave the building, they are to congregate at the designated evacuation points.
- F. All employees and citizens will remain out of the building until the “all clear” has been declared.

VI. SUPPLEMENTAL INFORMATION

A. References - None

B. Definitions –

1. All Clear – order given by the incident commander when it is determined that the building is safe for re-entry.
2. Evacuation – the complete emptying of a building of all people.
3. Suspicious Object – any article or object left on a Borough premises that is obviously out of place and of which ownership is not readily identified. Examples: wrapped package left in any suspicious area, briefcase left in a restroom or on an elevator, shopping bag stashed in a corner, etc.
4. Hazardous Material – is any chemical, radiological or biological material that poses a wide range of health hazards (such as irritation, sensitization, and carcinogenicity) and physical hazards (such as flammability, corrosion, and reactivity), as defined by the United States Department of Labor, Occupational Safety and Health Administration Hazardous Communication Standard.

C. Attachments – None

D. Revision History

Supersedes Policy No.	Effective Dates
55.01.01	06/23/89
85.02	03/03/04