

NORTHROP GRUMMAN

4065 Colonel Glenn Highway
Beavercreek, Ohio 45431
(937) 320-3100



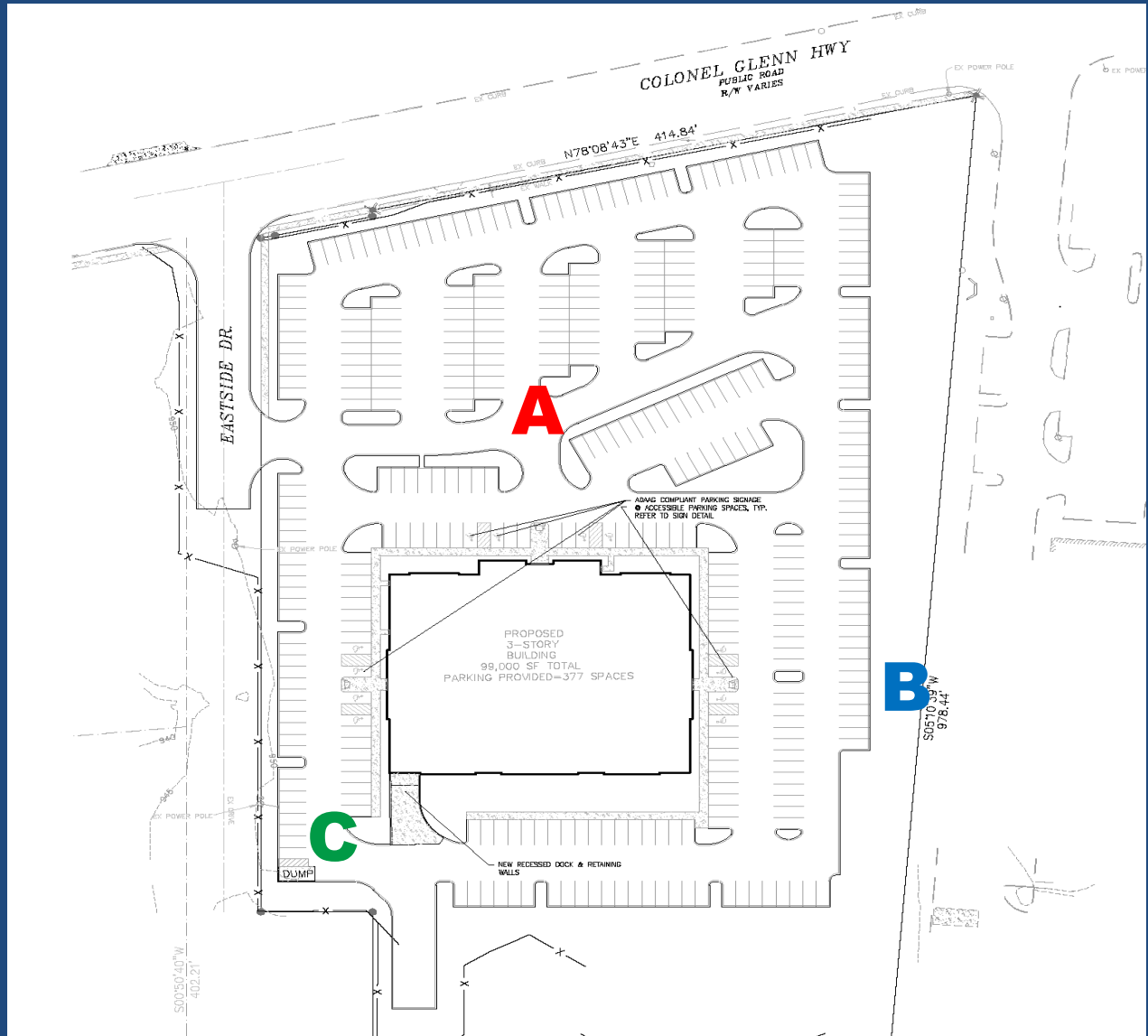
FACILITY CONTACTS

NAME	JOB TITLE	WORK PHONE	CELL PHONE
Mike Klos	Facilities Coordinator	937-320-3114	937-470-0997
Logan Whitaker	Facilities Coordinator	937-320-3115	937-234-3707
Amy Nadybal	Facilities Assistant	937-320-3116 Front Desk: 0	N/A
Eve Beavers	Facilities Assistant	937-320-6627 Front Desk: 0	N/A

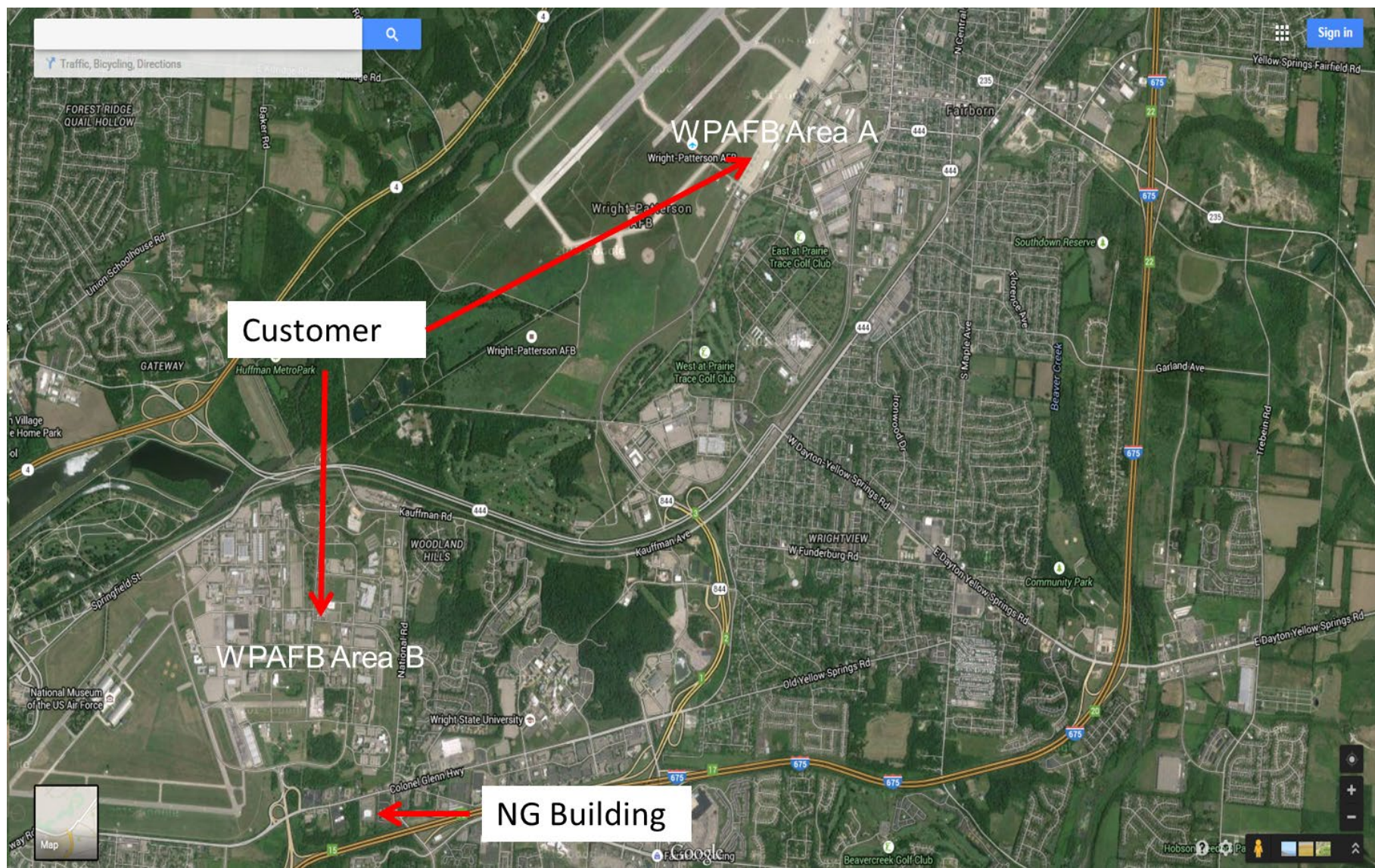
Please contact the Front Desk with facility questions (x3100 or 0).



VIEW OF BUILDING PARKING LOT



AERIAL VIEW OF LOCATION



BUILDING HOURS

BUILDING IS LOCKED AT ALL TIMES

FRONT DOOR:

Monday through Friday

Badge access w/o PIN: 7:00am-7:00pm

Badge access w/PIN: 7:00pm-7:00am

Weekends

Badge access w/PIN

EAST & WEST DOORS:

Monday through Friday

Badge access w/PIN: 6:00am-7:00pm

No Access after 7:00pm

Weekends

No Access

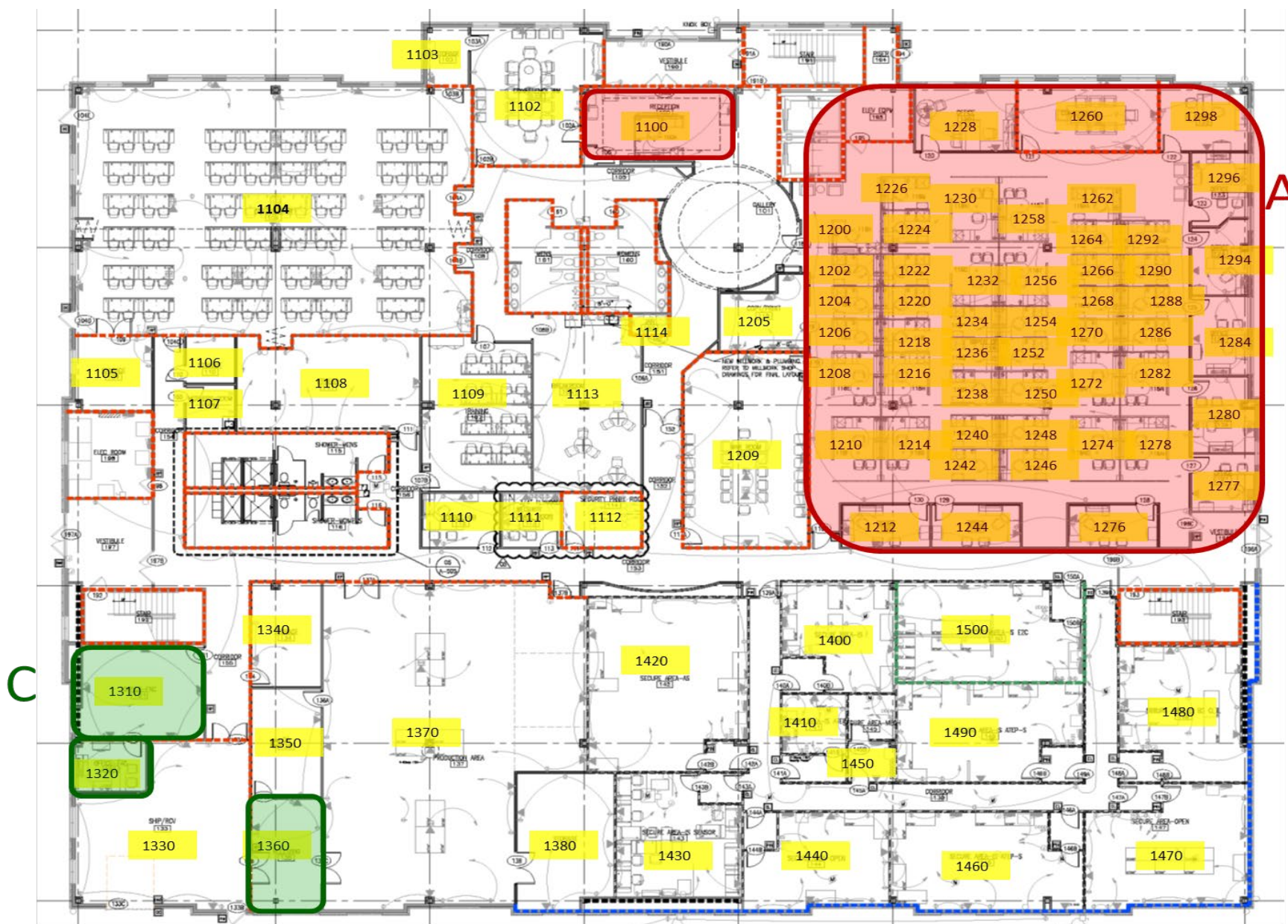
Close To

This building is located at an ideal spot. We are very close to our customer, lots of retail shopping spots, and close to a wide variety of restaurant and fast food locations. Wright State University and Clark State are within a short driving distance.

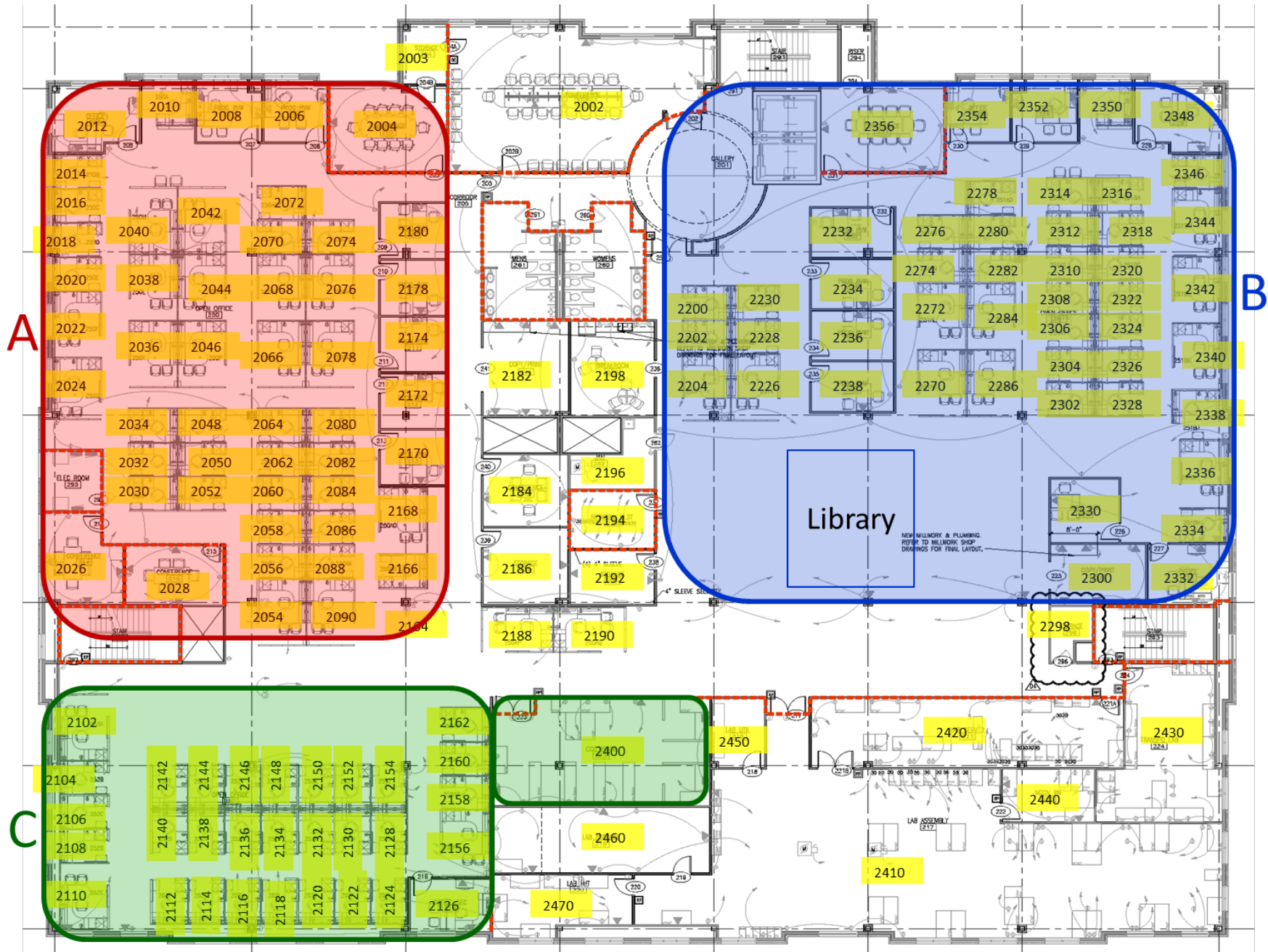
DINING	HOTELS	SHOPPING
Tsao's Chinese Cuisine	Hilton Garden Inn	Fairfield Common's Mall
Waffle House	Wingate by Wyndham	Walmart
El Rancho Grande	Holiday Inn	Target
DiBella's Subs	LaQuinta Inn & Suites	Kohl's
Hot Head Burritos	Hampton Inn	Meijer
Penn Station	Homewood Suites	Dollar Tree
Starbucks	Extended Stay America	T.J. Max
McDonalds	Country Inn & Suites	Ashley Furniture
Wendy's	Residence Inn	Best Buy
Taco Bell	Courtyard by Marriott	Lowes & Home Depot
Hardee's	Hope Hotel	Half Price Books
Sonic	Comfort Suites	Sam's Club
Chipotle	Fairfield Inn	Hobby Lobby

All the above plus many others including plenty of gas stations, movie theaters, and many other businesses.

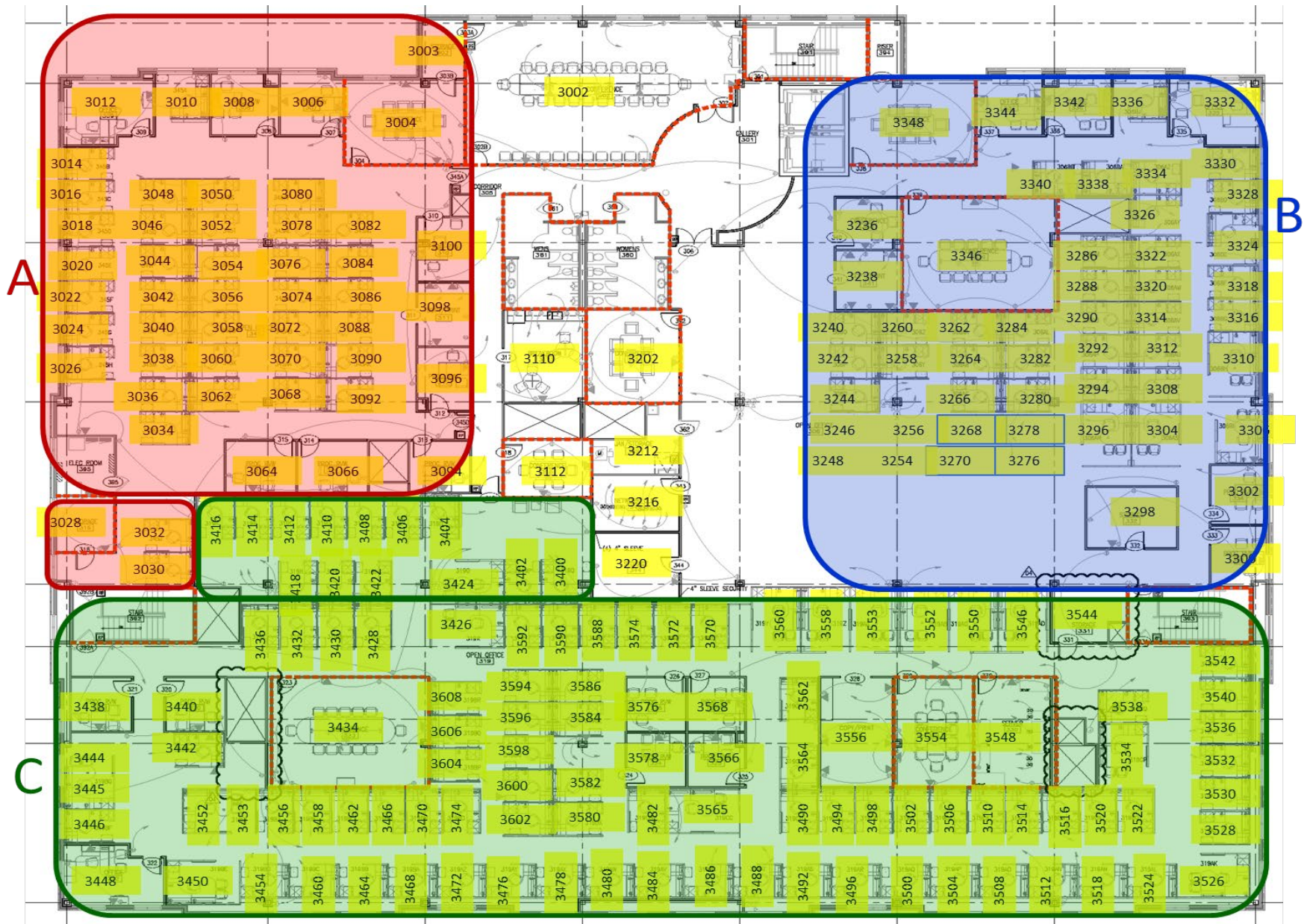
FIRST FLOOR LAYOUT



SECOND FLOOR LAYOUT



THIRD FLOOR LAYOUT



FIRST FLOOR

ONE BADGE ROOM (1110)	MAIN BREAK ROOM (1113)
TRAINING ROOM (1109)	MOTHER'S ROOM (1107)
SHIPPING/RECEIVING (1330)	FITNESS ROOM (1108)
PRODUCTION LAB (1370)	SHOWERS & LOCKERS
FACILITIES OFFICE (1310)	SECURED AREA
ES GROUP (Suite 1200)	AS GROUP (Suite 1200)
CLE GROUP (Suite 1200)	CONFERENCE CENTER (1104)

SECOND FLOOR

BREAK ROOM (2198)	SECURITY GROUP
MS GROUPS	PC SUPPORT
4 CONFERENCE ROOMS (2002, 2004, 2184, 2356)	ALL LABS

THIRD FLOOR

BREAK ROOM (3110)	MS GROUPS
TS GROUP	Proposal Room (3202)
8 CONFERENCE ROOMS (3002, 3004, 3112, 3202, 3346, 3348, 3434, 3554)	



Building Etiquette

The majority of this building is set up with systems furniture (i.e. workstations). Our activities have a much broader impact on those around us in this open office arrangement. The goal is to foster a positive and professional work environment for all employees where each of us can be productive for our customer but also supportive of the productivity of our fellow co-workers. The following principles have been developed to ensure a successful experience for everyone. Your cooperation is appreciated.

- Employees are welcome to decorate their offices/workstations with pictures, plants, mementos, etc. Please do so in a tasteful manner; it must conform to Northrop Grumman standards and not contain any offensive material. Avoid over-decorating, as it will lead to a “cluttered” appearance. Objects, plants, or personal items should not be placed on top of the systems furniture partitions or overhead storage bins. Nothing should be placed above the sight line of the workstations. Please refrain from posting anything on the outside partitions of the workstations.
- Pictures, wall hangings, notices, posters, announcements, etc., should not be placed on common walls, doors, corridors or lobby areas without the consent of the Facility Department. Fabric boards will be located throughout the facility to support required Human Resource and Security Department postings. Fabric boards will also be located in various areas for general interest items and personal postings. Cube-to-cube solicitation for outside personal fundraisers is prohibited. However, order forms may be placed in the break room tables or fabric boards as referenced above.
- For safety purposes, fire code compliance, and general ease of movement boxes, files, furniture, storage items, or personal items are not to be placed in the main corridors or workstations corridors.

- Individual space heaters, coffee makers, fans, and refrigerators are not allowed in the facility. General-use refrigerators are located in every Break Room. Coffee makers are also located in the Break Rooms.
- The facility has a climate control system with multiple zones to ensure the comfort of all employees. If a room or area seems too hot/too cold, please contact the Facility Department.
- While every telephone can function as a speakerphone, use in the workstations is discouraged for obvious reasons. If you reside in a workstation and need to conference via a speakerphone, please use one of the conference rooms located throughout the facility. Likewise, please be mindful of the volume of your desktop speakers. Use of earphones or headset is recommended, as appropriate.
- Parking spaces are standard size with a double line perimeter. Please refrain from parking in more than one space.
- Please confine smoking to the designated area(s) and please deposit all associated litter in the receptacles provided.
- Office furnishings are under inventory control. If you need additional file cabinets, guest chairs, bookcases, etc., please fill out a request form available from the Facility Department. Do not take additional furnishings from empty offices.
- Recycling: large plastic totters for paper recycling are located in each of the copy rooms, and there are large containers for aluminum cans in each of the break rooms and common area conference rooms (1104, 2002, 3002). Unfortunately this facility doesn't accommodate plastic bottle recycling at this time.



GENERAL INFORMATION

Meeting / Guest Procedure

Ensure that the front desk is aware of any guests/meetings.

All guests will require a name badge.

All visitors will need to make sure their badge is returned!

All classified meetings, classified presentations, and meetings with foreign nationals MUST be coordinated in advance with the Security Office.

If you are expecting a large group (meeting), please gather and give the front desk the following information for faster service:

- Guest first and last name
- Company they are representing
- Name of person who will be escorting the visitor, as well as meeting location.
- Please advise all visitors that they will be expected to provide a picture ID upon arrival and guest name badge is to be worn for the duration of the visit.
- For all meetings that include Non-NG attendees, an NG Employee/POC MUST be present.

Conference Room Procedure

Everyone will have access to book a conference room.

If there is a conflict in the scheduling of a conference room, it is the responsibility of the two parties to work it out.

Please be considerate of others as to the size of the conference room you use (don't use a large conference room for a meeting with only a few attendees).

Only book the conference room(s) for the days that they are needed. This will prevent conference rooms from not being available when not in use.

Remember to reserve time for setting up the room for your meeting in addition to the actual meeting time.

If you are hosting a meeting with external attendees: For early morning meetings, coordinate to have a Northrop Grumman employee available at least 15 minutes before visitors are to arrive. Convey to attendees the designated arrival time. Stress to your meeting attendees the importance of not being here earlier than the designated time to ensure proper entry procedures.

Conference Rooms

The conference rooms are listed in the Outlook Global Address List, and are named as indicated in the table below. You can reach out to the Front Desk (ext. 0) to check availability if you wish prior to creating the appointment. To book a room, create a new meeting/appointment, then invite the room as an attendee (as you would a person), yet do so in the ROOM field instead of the TO field. Send the meeting/appointment request, and you will receive a meeting acceptance confirmation email.

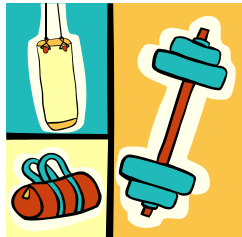
Room Number	Room Name	Capacity	Conference Room Telephone Number
1102	^Conf-OH-Beavercrk-RM20-1102-Small	20	937-320-3105
1104A	^Conf-OH-Beavercrk-RM47-1104A-A-Large	47	937-320-3125
1104B	^Conf-OH-Beavercrk-RM14-1104B-Con-Center B-Small	14	937-320-3126
1104C	^Conf-OH-Beavercrk-RM16-1104C-C-Small	16	937-320-3127
1109	Misc-OH-Beavercrk-RM16-1109-Training-Small	16	937-320-3104
1260	^Conf-OH-Beavercrk-RM15-1260-Small	15	937-320-3106
2002	^Conf-OH-Beavercrk-RM35-2002-Large	35	937-320-3109
2004	^Conf-OH-Beavercrk-RM12-2004-Small	12	937-320-3108
2184	^Conf-OH-Beavercrk-RM6-2184-Small	6	937-320-3111
2356	^Conf-OH-Beavercrk-RM8-2356-Small	8	937-320-3110
3002	^Conf-OH-Beavercrk-RM39-3002-Large	39	937-320-3118
3004	^Conf-OH-Beavercrk-RM8-3004-Small	8	937-320-3112
3112	^Conf-OH-Beavercrk-RM6-3112-Small	6	937-320-3121
3202	^Conf-OH-Beavercrk-RM6-3202-Small	6	937-320-3124
3346	^Conf-OH-Beavercrk-RM15-3346-Medium	15	937-320-3120
3348	^Conf-OH-Beavercrk-RM10-3348-Small	10	937-320-3119
3434	^Conf-OH-Beavercrk-RM20-3434-Medium	20	937-320-3122
3554	^Conf-OH-Beavercrk-RM10-3554-Small	10	937-320-3123

Security

The Security team is located on the South side of the 2nd floor. Employee badges (OneBadge) will be programmed to grant the appropriate level of access within the facility. Access to certain interior areas will also be controlled via badge/proximity reader, including Labs and the Fitness Center.

Fitness Center

The Fitness Center is located on the first floor in Room 1108. Hours of access are Monday –



Friday, 6:00am – 9:00pm. All employees will be required to acquaint themselves with the rules and regulations governing its use and sign a liability waiver prior to being granted access (hard copy available from Facility Department and at the Front Desk). Showers and locker facilities, for both men and women, are located adjacent to the Fitness Center in the restrooms. Lockers are for use only when in the Fitness Center. Please refrain from using them for overnight storage.

The Fitness Center contains aerobic exercise equipment (treadmills, stationary bicycles, and elliptical equipment), as well as various weight machines and free weights (dumbbells). Please read the instructional materials posted prior to use of the equipment.

Mother Room Procedure



The Mothers Room is located in Room 1107. This room is ONLY to be used for new Mothers. Make sure room is cleaned before you leave.

Smoking Policy



In compliance with the state of Ohio law, smoking is not allowed in the facility or within 50-feet of the entrances. Designated smoking areas are located at the North West, South West, and South East corners of the building, and ash receptacles are provided. The planter near the front door is not one of them. Please refrain from putting cigarette butts in the planter.

Health and Safety

First Aid kits are located in the Facilities Office (1310), between the Men's & Ladies Restrooms on each floor, and at the Front Desk. These kits include your basic necessities including bandages, disinfectants, and anti-bacterial ointments. These kits are provided for employee use while at the facility. Please refrain from taking any contents out of the facility for home use.

The facility is equipped with portable AED'S (Automated External Defibrillator's). They are located between the Men's & Ladies' Restroom's on each Floor. These units are to be used in the event an employee suffers a heart attack. Only those certified are able to use these machines. At this time only the following are certified:

LOCATION	NAME	WORK PHONE	CERTIFICATION
	EMERGENCY	9-911	
	BEAVERCREEK POLICE	9-937-426-1225	
	BEAVERCREEK FIRE	9-937-426-1213	
1 st Floor	Eric Johnson	937-320-3113	First Aid/CPR/AED
1 st Floor	Mike Klos	937-320-3114	First Aid/CPR/AED
1 st Floor	Logan Whitaker	937-320-3115	First Aid/CPR/AED
2 nd Floor	Brett Boggs	937-427-8182	First Aid/CPR/AED
2 nd Floor	Marie Earnest	937-320-3160	First Aid/CPR/AED
2 nd Floor	Marc Hollins	937-320-6650	First Aid/CPR/AED
3 rd Floor	Amy Fritinger	937-429-6702	First Aid/CPR/AED
3 rd Floor	Dick Fuller	937-429-6770	First Aid/CPR/AED
3 rd Floor	Patrick Gnau	937-320-6637	First Aid/CPR/AED
3 rd Floor	Ken Maxwell	937-420-6727	First Aid/CPR/AED
3 rd Floor	Terry Morgan	937-320-6614	First Aid/CPR/AED
3 rd Floor	Elijah Richmond	937-320-6633	First Aid/CPR/AED
3 rd Floor	Greg Tyler	937-431-6814	First Aid/CPR/AED

***This table is also in the Occupant Emergency Plan for BEOH01; make updates in both documents.**

Restrooms

Men and women's restrooms are located near the circular atrium adjacent to the stairwell and elevators, on each floor; additionally, restrooms are available adjacent to the Fitness Center on the 1st floor. If restroom supplies or service is needed, contact the Facilities Department.

Break Rooms

The main break room is located on the first floor by the restrooms. This break room has 2 full-size refrigerators, several tables with chairs, and vending machines. Smaller break rooms are located on the second and third floors. The small break rooms have 1 or 2 full-size refrigerators, a few tables with chairs, and a few vending machines. Please be courteous of others and discard old food and clean up any messes made. Coffee pots are available in each break room. If any supplies are needed, please contact the Facilities Department.

MAIL ROOM PROCEDURES

Priority Mail, UPS, and Federal Express

Priority mail will be delivered or picked up as promptly as possible. For outgoing shipments, call the shipping office at x8160 to alert them to expect or pick-up a priority package. All packages are to have the complete address affixed to the package. UPS & Federal Express packages should be ready for pick up NLT 3:00pm. Incoming packages will be logged by the shipping/receiving department, and a signature required of the receiving employee at time of internal delivery.

Registered and Certified Mail

All registered and certified mail received in the mailroom will be signed for by a person(s) possessing a Department of Defense (DOD) security clearance. After receipt, the package(s) will be turned over to Document Security for further processing.

External/ Internal Delivery and Pick-up Schedule

Mailroom employees will deliver and pick-up external/internal mail from major departmental administrative staff personnel. There will be two Deliveries/Pick-up per day – 10:30am & 3:00pm.

U.S. Postal Service

External correspondence should be ready for pick-up by 10:30am daily. Postage for Non-NG related mail is the responsibility of the sender. Mailroom personnel will meter, or apply postage to NG-specific outgoing mail as it comes into the mailroom.

******Mail should not be left out overnight. All mail that is generated after the afternoon pickup should be locked up or taken to the mail box located in the Main Break Room******

EMERGENCY INFORMATION

Northrop Grumman utilizes the Everbridge Emergency Notification system which communicates emergency information to all impacted employees, including building closure status. Notifications are sent based on information provided by employees in the HR EDA system. Ensure your contact information in EDA is kept current at all times! Also, program (855) 229-6544 into your cell phone as “Northrop Grumman Alert System.” This will help you to quickly recognize calls from the Everbridge system.

For local facility-specific notifications, emails may also be sent from the “Beavercreek Facility Notifications” resource mailbox.

FIRE SAFETY

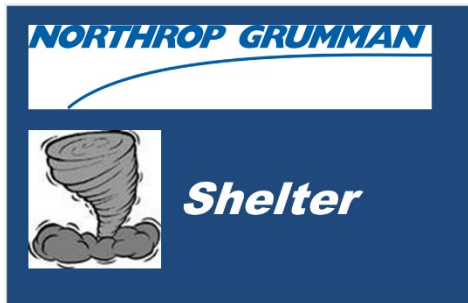
1. Familiarize yourself with the location of fire extinguishers and emergency evacuation routes as shown on the evacuation signs posted in key areas. ***Refer to pages 3, 7-9 for meet point zones.**
2. There will be designated Floor Monitors and alternates for each zone (A, B, C). Know who the Floor Monitors are for your zone and any co-workers nearby who might require special assistance.
3. Report any broken or defective electric fixtures, switches or outlets, and broken exit lights to the Facilities Department.
4. Do NOT overload outlets.
5. Maintain clear aisles and exit ways. Remove excessive trash and keep work area uncluttered.
6. Do NOT prop open or block fire doors. “Fire doors” are defined as the exit doors used in a fire.
7. Stairwells must be kept free of any storage items.
8. Do NOT block fire extinguishers or sprinkler heads.
9. Do NOT store anything within 18” of the ceiling or within 36” of electrical boxes. Aisles require 36” clearance.

FIRE EVACUATION PROCEDURE

1. After discovering a fire . . .REMAIN CALM. Alert other occupants of the building by pulling one of the manual fire alarm pulls, which are located near exits in several areas of the building.
2. Next, notify the Floor Monitor and the front desk; however, once the alarm has been activated, all building residents should immediately hear the alarm sound.

3. NOTE: Unless PRIOR notice of an alarm has been communicated, assume the alarm is legitimate and immediately exit the building (see #12 below). DO NOT take time to call the front desk because 1) the receptionist will not be there and 2) that takes time away from clearing the building.
4. If you are at your desk gather your personal items (Purse, Car Keys, Medication). Turn off computers only if there is time. The only exception to this would be in the case of inclement weather. If you have time, please try to grab your coat. There are occasions when the wait to receive the “all clear” could be fairly lengthy.
5. Check any door before opening it to see if it is hot. IF HOT, DO NOT OPEN, use another exit.
6. If you become trapped in an office, close the door and seal off cracks. Signal fire fighters for rescue by calling 911 and giving your location and name.
7. In the event smoke is present in your area of the building, crawl instead of walk to get out of the facility. More people are hurt by smoke inhalation than the fire itself.
8. Close your door, but leave it unlocked.
9. Listen for instructions from your Quadrant Floor Monitor. Do not talk during the evacuation.
10. Do not attempt to use elevators. They will be inoperable during the fire alarm conditions.
11. Check to see that other employees and any visitors are aware of an evacuation. Try to assist any employee or visitor who is disabled or has special needs, or notify the Floor Monitor of their presence.
12. Select an alternate escape route in the event your designated exit is blocked by smoke or fire.
13. Evacuation Meet points are determined by an employee’s cube/workstation/office location within the building. Regardless of where you are in the building at the time of a fire alarm, proceed to the nearest exit as quickly as possible, then proceed to the A, B, or C meet point sign posted in the parking lot. To determine which meet point YOU should go to:
 - a. **REFER** to pages 3, 7-9 for meet point zones
 - b. **LOCATE** your cube/workstation/office
 - c. **MAKE NOTE** of the associated color shading. It will be either **RED (A)**, **BLUE (B)**, or **GREEN (C)**. The color and letter correspond with the applicable evacuation meet points in the parking lots.
14. Do not re-enter the building until the fire chief issues an “all clear”.
15. After the “all clear” has been given, the Facilities Monitor or Designate will remain in the lobby to ensure that no visitor or stranger enters the facility without registering at the front desk.

TORNADO PROCEDURES FOR NORTH MAIL ROOM PROCEDURES



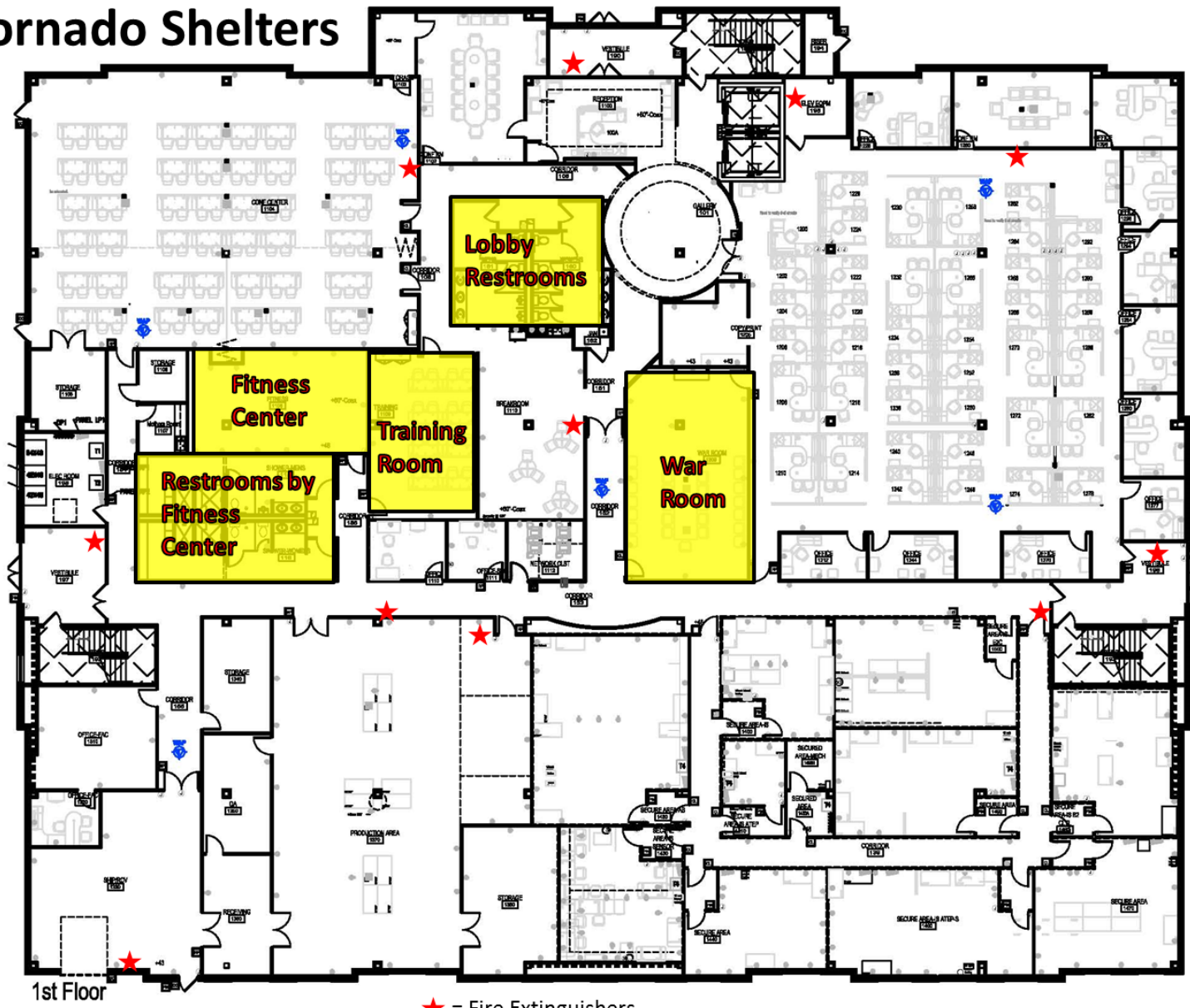
During a tornado “warning”, a facility representative will issue a take shelter order by:

1. A building-wide notification will be made by the Facility Department.
2. The Emergency Response Team within each area will notify each employee.
3. ALL Tornado shelters are located on the 1st floor.

When a tornado emergency has been issued, proceed immediately to one of the shelter rooms indicated on the next page.

- An emergency response representative will instruct the occupants on further procedures.
- If you are hosting visitors during an emergency notice, utilize the “buddy” system and take your visitor with you to your designated shelter area.
- All persons shall remain in the shelter areas until the **“all clear”** is issued by the emergency response representative.

Tornado Shelters



NGIS Site Threat Status System

	DESCRIPTION	ACTIONS
Green Normal	Reflects a standard global threat of terrorist activity that warrants a routine security posture.	• Standard Security Posture.
Blue Low	Reflects an increased general threat of terrorist activity against personnel or domestic facilities. The facility team must be able to maintain this level of response for a period of (1) to (2) weeks without causing undue hardship or affecting operational capability.	• Communicate to the Crisis Management Team. • Send email to all employees recommending increased vigilance. • Increase random security checks. • Conduct building visitor status/assessment. • Review plans and prepare to go to the next level.
Yellow Medium	Reflects an increased and more specific threat of terrorist activity against personnel or facilities. The facility team must be able to maintain this level of response for weeks without causing undue hardship or affecting operational capability.	• Communicate to the Crisis Management Team. • Send email to all employees recommending increased vigilance. • Increase random security checks. • Conduct building visitor status/assessment and coordinate with NG host. • CMT members activate phone trees. • Meet with program managers. • Send email to all employees updating them on the situation. • Lock doors and require badge access for building entry. No tailgating. • Review plans and prepare to go to the next level.
Orange High	Reflects specific and credible action or targeting against personnel or facilities that presents a higher degree of probability. The responses are short term and maintaining them for the duration of the threat will probably create hardship and affect peacetime activities of programs and personnel.	• Assemble the Crisis Management Team. • Send email to all employees recommending increased vigilance. • Increase random security checks. • CMT members activate phone trees. • Meet with program managers. • Send email to all employees updating them on the situation. • Use Main Entrance only. Lock all doors and require badge access for building entry. No tailgating. • Conduct building visitor status/assessment and notify NG hosts of meeting restriction to critical only. • All employees need to badge into the facility (Badge & Pin number). No tailgating. • Voluntary evacuation of non-essential personnel. • Facility complete closure will be considered. • Review plans and prepare to go to the next level. • If necessary, contact Security Provider to dispatch additional security personnel to assist.
Red Critical	Reflects an attack has occurred or a high probability of imminent attack. NG is in close proximity to the site of a terrorist attack, or specific, credible intelligence reflects that terrorist action against NG personnel or a specific NG location is imminent.	• Assemble the Crisis Management Team. • Send email to all employees recommending increased vigilance. • Send email to all employees updating them on the situation. Lock down entire facility. • If necessary, essential personnel will badge into the facility (Badge & Pin number). • Contact Security Provider to dispatch additional security personnel to assist. • Increase random security checks. • No visits authorized during this period. • CMT members activate phone trees. • Meet with program managers. • Evacuate all non-essential personnel.

NORTHROP GRUMMAN

****Color code actions may be modified based on actual threat activity****

THREAT EMERGENCY

ACTIVE SHOOTER – How to respond when an active shooter is in your vicinity:

(The active shooter list below is taken from the U.S. Department of Homeland Security “Active Shooter – How to Respond”, October 2008)

1. **Evacuate** – If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the active shooter may be
 - Keep your hands visible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe
2. **Hide Out** – If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e. radios, televisions)
- Hide behind large items (i.e. cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. **Take action against the active shooter** – As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
- Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions

TELEPHONE REPORTED THREAT CHECKLIST

ACTION BY IN-HOUSE PERSONNEL (on receipt of call)

The operator/receptionist or any one receiving the call should:

- a) Try to remain as **CALM** as possible;
- b) Concentrate on listening;
- c) Engage the caller in as much conversation as possible;
- d) Try to find out the exact location of the device;
- e) Try to find out the type of device;
- f) Try to find out the time the device is expected to detonate;
- g) Try to determine whether the call is valid or hoax;
- h) Try not to upset or panic the caller;
- i) Take notes of the exact words of the caller and his/her accent;
- j) Try to determine the sex of the caller;
- k) Listen for any background music or noises.

*****Please fill out the form on the following page if you receive the call*****

REPORTED THREAT CHECKLIST

Form O-657 (11-15)*

NORTHROP GRUMMAN

REMAIN CALM. LISTEN CAREFULLY AND OBTAIN AS MUCH INFORMATION AS POSSIBLE.

For workplace violence concerns, refer to [USHR 2-41](#), Workplace Violence Prevention and Response, [USHR 2-42](#), Workplace Expectations. For threats made via telephone, do not hang up unless there is a life safety concern. Keep the caller on the line as long as possible and request that someone nearby immediately report it by calling the local company emergency number.

1A. HOW WAS THE THREAT RECEIVED (TELEPHONE, EMAIL, ETC.) []		1B. RECEIVED FROM (TELEPHONE NO., EMAIL ADDRESS, ETC.) []		1C. RECEIVED BY (TELEPHONE NO., THE CALL CAME INTO, EMAIL ADDRESS AT WHICH THE THREAT WAS RECEIVED, ETC.) []	
1D. EXACT WORDING OF THE THREAT (ATTACH A SEPARATE PAGE IF NECESSARY) []					
1E. START TIME [] [] AM [] PM		1F. END TIME [] [] AM [] PM		1G. DATE [] [] []	
1H. RECEIVED BY NAME []		1I. MyID []		1J. DEPARTMENT []	
				1K. TELEPHONE NO. []	
ASK THE FOLLOWING QUESTIONS					
2. BOMB THREAT			3. CHEMICAL, BIOLOGICAL, OR RADIOLOGICAL THREAT		
2A. WHEN IS THE BOMB GOING TO EXPLODE []			3A. WHAT TYPE OF MATERIAL WAS USED []		
2B. WHERE IS THE BOMB NOW []			3B. WHERE WAS THE MATERIAL PLACED []		
2C. WHAT DOES IT LOOK LIKE []			3C. WHAT DOES THE PACKAGE CONTAINING THE MATERIAL LOOK LIKE []		
2D. WHAT WILL CAUSE IT TO EXPLODE []			3D. FROM WHOM WAS THE MATERIAL OBTAINED []		
2E. WHAT KIND OF BOMB IS IT []			3E. (IF MAILED OR SHIPPED) TO WHOM IS THE PACKAGE ADDRESSED []		
2F. DID YOU PLACE THE BOMB? WHY? []			3F. HOW DID THE MATERIAL ENTER THE BUILDING []		
2G. HOW DID THE BOMB ENTER THE BUILDING []			3G. IS THERE A BOMB WITH THIS MATERIAL [] NO [] YES (COMPLETE SECTION 2)		
2H. WHAT IS YOUR NAME []			3H. WHAT IS YOUR NAME []		
2I. WHAT IS YOUR TELEPHONE NUMBER []			3I. WHAT IS YOUR TELEPHONE NUMBER []		
2J. WHAT IS YOUR ADDRESS []			3J. WHAT IS YOUR ADDRESS []		
2K. WHERE ARE YOU CALLING FROM []			3K. WHERE ARE YOU CALLING FROM []		
VOICE		SPEECH		ACCENT	
☐ MALE	☐ FAST	☐ LOCAL	☐ POLITE	☐ CALM	☐ FACTORY MACHINES
☐ FEMALE	☐ SLOW	☐ FOREIGN	☐ PLEASANT	☐ RATIONAL	☐ STREET TRAFFIC
☐ MECHANICAL	☐ NORMAL	☐ U.S. NORTH	☐ GOOD	☐ COHERENT	☐ TRAINS
☐ LOUD	☐ DISTINCT	☐ U.S. SOUTH	☐ FAIR	☐ DELIBERATE	☐ PLANES
☐ SOFT	☐ STUTTER	☐ U.S. EAST	☐ IMPOLITE	☐ RIGHTEOUS	☐ TRUCKS
☐ HIGH PITCH	☐ BLURRED	☐ U.S. WEST	☐ POOR	☐ IRRATIONAL	☐ MOTOR
☐ DEEP	☐ DISTORTED	☐ OTHER	☐ FOUL	☐ INCOHERENT	☐ P.A. SYSTEM
☐ WHISPER	☐ NASAL		☐ ANGRY		☐ ANIMALS
☐ FAMILIAR	☐ LISP		☐ EVASIVE		☐ PARTY
☐ RASPY	☐ INTOXICATED				☐ MUSIC
☐ CRACKING	☐ EXCITED				☐ STATIC
☐ VOICE DEVICE	☐ ACCENTED				☐ VOICES
			☐ OTHER		☐ QUIET
ANY OTHER CHARACTERISTICS []					
REMARKS []					

*****Please turn in to the Security or Facility Department ASAP*****