

Explosive, incendiary, chemical, biological, or nuclear devices can be concealed in everyday objects and planted in public places. How quickly and safely you react when you find a suspicious object could save lives, prevent injury or harm to yourself or others, and prevent damage to University facilities. These guidelines will help you react appropriately when confronted with suspicious objects.

Remain calm and focused. Your safety and the assistance you can provide to the investigators depend on it!

Characteristics of suspicious objects

1. What is a suspicious object? Anything that is out of place and cannot be accounted for, e. g.

- a suitcase, handbag, briefcase, plastic bag, or other container left unattended.
- a piece of clothing left unattended.
- a letter or parcel left in a public place.

Suspicious objects are usually discovered in public places such as hallways, lifts, stairways, or toilets.

2. Recognition clues

Things to look for:

- Oily stains or discolouration
- Protruding wires or tin foil
- Traces of powder on the object
- Suspicious noises
- Suspicious odours
- Liquids, gels, or powders leaking
- Unusual markings or suspicious messages written on the object

Safety considerations

1. Dealing with suspicious objects and suspicious unopened letters or parcels:

- Leave the suspicious object where it was discovered.
- Do NOT under any circumstances attempt to remove it.
- Do NOT under any circumstances touch, shake, or open a suspicious object.
- Do NOT smell or taste it.
- Do NOT smoke, eat, or drink in the affected area or after you have come into contact with a suspicious object or substance.
- Clear the affected room or area of all persons; before you leave the room or area, close all windows and doors, switch off air conditioning, and eliminate draughts.
- Alert others to the discovery and keep them away from the affected area.
- Stop all entry to the affected area.
- Always consider the possibility that there may be other suspicious objects somewhere on the premises.
- List all persons who have come into direct contact with the suspicious object or have been within 5 metres of the object or have been in the same room and provide the list to responders.

2. Dealing with spilled powders, gels, or liquids and suspicious substances in open containers:

- Do NOT touch the powder, gel, or liquid. Do NOT clean up or remove any spilled contents. Do NOT place any spilled contents in a plastic bag or other container.
- If skin contact has occurred, thoroughly wash affected skin with soap and water.
- Remove any outer clothing that may have come into contact with the suspicious object, place it in a plastic bag, and retain it. Shower and put on fresh clothing.

3. Immediately notify

- **your in-house contact for reporting safety incidents.**
- **Technical Maintenance (-84444).**
- **the police (110) or call emergency services (112).**
Be available for interviews with arriving responders.

4. Be prepared to answer the following questions:

- ✓ Where is the suspicious object located?
- ✓ Who found the object?
- ✓ When was it found?
- ✓ How long has it been there?
- ✓ What does the object look like?
- ✓ Did you notice any suspicious noises or odours?
- ✓ Has the object been moved, disturbed, or transported?
- ✓ Is the area where the object was found located near electricity, gas, or fuel lines?

Do NOT investigate the matter!

Do NOT put yourself in danger!

Source: Richtlinie zum vorbeugenden Behördenselbstschutz (Guidelines on Self-Protection for Public Authorities, RBehS), Bulletin of the Bavarian State Government dated 16 September 2004 (B III 2-04155-1-8)