



*2024 General Assembly Session
Security Information Packet*





Division of Capitol Police

PO Box 1138
Richmond, Virginia 23218
Visit us at www.dcp.virginia.gov

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Administration

Colonel John T. McKee
Office 786-5035
ChiefsOffice@dcp.virginia.gov

Communications Contact Numbers

EMERGENCY 786-HELP (4357)

Non-Emergency
786-2568

Fax
786-0451

DCP Police Posts

Post 5

Email: Post5@dcp.virginia.gov
Phone: 804-698-1904

GAB Security Office/Lobby

Email: GABSecurity@dcp.virginia.gov
Phone: 804-698-1900

GAB VIP Entry

Email: GABVIPEntry@dcp.virginia.gov
Phone: 804-698-1901

GAB Tunnel

Phone: 804-698-1905

GAB/Lot #27 Mailroom

Email: GABMailroom@dcp.virginia.gov
Phone: 804-698-1906

Capitol Square Main Entrance (Post 1)

786-0570

Capitol West Entrance

698-1902



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2024 General Assembly Safety Shuttle

The Division of Capitol Police provides a safety shuttle every 30 minutes between the hours of 5:30 p.m. and 11:00 p.m., Monday through Friday during the General Assembly Session. Other service periods or locations may be available, upon request. (Schedule is subject to change)

Shuttle Stops

7th & Marshall Street (Lot 22)
5th & Marshall Street
15th & Main Street (Lot 13)
5th & Franklin Street

9th & Franklin Street (Lot 21)
Governor and Bank Street (Lot 8)
100 Block N. 8th Street
Coliseum Parking
6th, 7th & Franklin Street (Lot 26)

*Other locations by request



Handling Critical Incidents

Critical Incidents

Violent incidents, including but not limited to, acts of terrorism, active shooters, assaults, or other incidents of workplace violence, can occur in the Capitol District or in close proximity with little or no warning. An “active shooter” is considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained.

Secure the Immediate Areas:

- Lock or barricade the door, if able. Block the door using whatever is available- desks, tables, file cabinets, other furniture, books, etc.
- After securing the door, stay behind solid objects away from the door as much as possible.
- If the assailant enters your room and leaves, lock or barricade the door behind them.
- If safe to do so, allow others to seek refuge with you.

Protective Actions. Take appropriate steps to reduce your vulnerability:

- Close blinds.
- Close windows.
- Turn off radios and computer monitors.
- Silence cell phones.
- Place signs in exterior windows to identify your location and the location of injured persons.
- Keep people calm and quiet.
- After securing the room, people should be positioned out of sight and behind items that might offer additional protection- walls, desks, file cabinets, bookshelves, etc.

Unsecured Areas:

- If you find yourself in an open area, immediately seek protection.
- Put something between you and the assailant.
- Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
- If in doubt, find the safest area available and secure it the best way that you can.

CALL 786-HELP (4357) then 9-911. Critical incident emergency situations should be reported to law enforcement immediately or as soon as possible when it becomes safe to do so. Be prepared to give the following information:

- What is happening?
- Where you are located, including building name, floor and room number.
- Number of people at your specific location.
- Injuries, if any, number of those injured and types of injuries.
- Other information as requested.
- Try to provide information in a calm, clear manner so that the dispatcher can quickly relay your information to responding emergency personnel.



What to Report. Try to note as much as possible about the assailant, including:

- Specific location and direction of the assailant.
- Number of assailants.
- Gender, race, and approximate age of the assailant.
- Clothing color and style.
- Physical features – e.g., height, weight, facial hair, glasses.
- Types of weapons – e.g., handgun, rifle, shotgun, explosives.
- Description of any backpack or bag.
- Do you recognize the assailant? Do you know their name?
- What exactly have you seen or heard – ex: explosions, gunshots, etc.

Treat the Injured. The dispatcher will notify law enforcement and other emergency services (EMS) agencies – fire and rescue. EMS will respond to the site, but will not be able to enter the area until it is secured by law enforcement. You may have to treat the injured as best you can until the area is secured. Remember basic first aid:

- For bleeding, apply pressure and elevate. Many items can be used for this purpose- e.g., clothing, paper towels, feminine hygiene products, newspapers, etc.
- Reassure those in the area that help will arrive- try to stay quiet and calm.

The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement.

- Always consider the risk of exposure by opening the door for any reason.
- Attempt to rescue people only if it can be done without further endangering the persons inside of a secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.

- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secure.

Help is on the way. It is important for you to remain calm and stay in the secured area.

- Law Enforcement will locate, contain, and stop the assailant.
- The safest place for you to be is inside a secure room.
- The assailant may not flee when law enforcement enters the building, but instead may target responding officers.

Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.

- You may need to explain this to others in order to calm them.
- Once the threat is neutralized, officers and other emergency units will begin treatment and evacuation.

Evacuations. Responding officers will establish safe corridors for persons to evacuate.

- This is time consuming.
- Remain in secure areas until instructed otherwise.
- You may be instructed to keep your hands on your head.
- You may be searched.
- You may be escorted out of the building by law enforcement- follow their directions.
- After evacuation, you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
- You will not be permitted to retrieve items or access area until it is released by law enforcement.



Handling Suspicious Packages

Things You May Encounter in the Mail

- Legitimate packages
- Harmless pranks
- Pointed or edged items
- Biohazards
- Chemicals
- Explosives

What Makes a Package Suspicious?

- *Type of mail:* Foreign, Priority, Special Delivery (and not expected).
- *Restrictive endorsements:* Confidential, Personal, To Be Opened by Addressee Only.
- *Visual distractions:* Fragile, Rush, Handle with care.
- *Excessive postage:* (usually stamps).
- *Fictitious or no return address.*
- *Shows a city or state postmark that doesn't match the return address.*
- *Poorly typed or handwritten addresses.*
- *Incorrect titles or titles with no names.*
- *Misspellings of common words.*
- *Oily stains or discolorations.*
- *Sticky or adhesive substances.*
- *Excessive or uneven weight distribution.*
- *Excessive binding material:* Masking, electrical, or strapping tape, string, or twine.
- *Rigid, lopsided, or uneven envelope.*
- *Makes a sandy noise or any other noise when moved.*
- *Strange odor or chemical smell.*
- *Crystallization on wrapper.*
- *Powdery substance on or leaking from the package.*
- *Non-English writing.*
- *Leaking any type of fluid.*
- *Protruding wires, screws, or other metal parts.*
- *Anything "out of the ordinary" about the item.*

Notify the police immediately of suspicious packages, persons, or incidents.

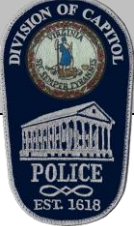
Division of Capitol Police
Emergency Numbers
786-HELP (4357)
www.dcp.virginia.gov

If You Receive a Suspicious Package

- Don't shake or bump it (handle with care).
- Don't open, smell, touch, or taste it.
- Treat it as suspect – notify your supervisor and call the police immediately.
- Attempt to check the validity of the package through the return address.
- Isolate the package immediately by placing it in a sealable container (i.e., garbage bag).
- Carefully remove rubber gloves (if worn) and place them in the same container before sealing it.
- Evacuate the immediate area, including yourself.
- Ensure that all persons who have handled the package immediately wash their hands with soap and water.

What Should I do if I Receive Mail That Appears to be Contaminated?

- Do not handle the mail or package suspected of contamination.
- Do not attempt to clean up any spilled contents.
- Make sure the envelope or package is isolated and the immediate area evacuated.
- Ensure that all persons who have touched the package or envelope wash their hands, face, and arms with soap and water immediately.
- Notify your supervisor and call the police immediately.
- Make a list of all persons who have touched the envelope or package and their contact information as soon as possible. Provide this information to the emergency responders upon their arrival.
- As soon as practical, shower with soap and water. If you fear that you have been exposed to a toxic substance, you may go to a local hospital emergency room and advise them that you may have been exposed to a hazardous material. If you think you have been exposed to Anthrax, seek medical attention immediately.
- Contact the Center for Disease Control Emergency Response Center at 770-488-7100 for answers to any questions.



Division of Capitol Police

Threatening Communication

#1 Rule

Take All Threats Seriously

Examples of Common Types of Threats

Direct:

- "I'm going to burn this place down".

Conditional:

- "If I have to come down there to straighten this out, somebody is going to get hurt".

Veiled:

- "You'll be sorry you said that".

Threatening Telephone Calls

Tips for handling threats received over the telephone:

- * Stay calm.
- * Keep the person on the phone as long as possible.
- * Write down the information word for word on the Bomb Threat Checklist (It can be used for any type of threat).
- * If you don't understand what the caller means, then ask for clarification.
- * If you have caller I.D. on your telephone, write down the caller's phone number.
- * Ask the caller to give details (location of bomb, detonation time, etc.).
- * Note anything that might be significant about the caller's voice (male/female, accent, etc.).
- * If the voice sounds familiar, note who it sounds like.
- * Pay attention to any background noises you might hear on the telephone (street sounds, public address systems, etc.).
- * Ask the caller their name, location, and telephone number. (Oddly enough, there have been cases where the correct name and address have been given).
- * Have someone notify police IMMEDIATELY.

Know your emergency contact numbers and keep them posted in your workplace.

For the Division of Capitol Police call

786-HELP (4357)

Visit us at
www.dcp.virginia.gov

What You Should Not Do

- Do not pull the fire alarm pull station.
- Do not panic and encourage others not to panic.
- Do not touch or allow others to touch any suspicious packages.
- Do not make any general announcements without approval.

Other Threatening Communication

- Handle all letter threats as little as possible.
- Do not throw away the envelope.
- Do not erase an email threat from your computer, even if you don't think it is intended for you.
- Immediately report the threatening communication to the police.



DIVISION OF CAPITOL POLICE

BOMB THREAT CHECKLIST & TELEPHONE PROCEDURE

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER. IF POSSIBLE, NOTIFY SUPERVISOR OR CAPITOL POLICE WHILE CALLER IS ON THE LINE.

Name of Operator	Time	Date
Number at which call was received		
Caller's Identity:		
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Adult <input type="checkbox"/> Juvenile <input type="checkbox"/> Approximate Age
Origin of Call:		
Local <input type="checkbox"/>	Long Distance <input type="checkbox"/>	Booth <input type="checkbox"/> Internal <input type="checkbox"/>
VOICE CHARACTERISTICS:	LANGUAGE:	MANNER:
<input type="checkbox"/> Loud <input type="checkbox"/> Soft	<input type="checkbox"/> Excellent	<input type="checkbox"/> Calm <input type="checkbox"/> Angry
<input type="checkbox"/> High Pitch <input type="checkbox"/> Deep	<input type="checkbox"/> Good	<input type="checkbox"/> Rational <input type="checkbox"/> Irrational
<input type="checkbox"/> Raspy <input type="checkbox"/> Pleasant	<input type="checkbox"/> Fair	<input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent
<input type="checkbox"/> Intoxicated <input type="checkbox"/> Other	<input type="checkbox"/> Poor	<input type="checkbox"/> Deliberate <input type="checkbox"/> Emotional
	<input type="checkbox"/> Foul	<input type="checkbox"/> Righteous <input type="checkbox"/> Laughing
	<input type="checkbox"/> Other	
SPEECH:	ACCENT:	BACKGROUND NOISES:
<input type="checkbox"/> Fast <input type="checkbox"/> Slow	<input type="checkbox"/> Local	<input type="checkbox"/> Factory Machines <input type="checkbox"/> Trains
<input type="checkbox"/> Distinct <input type="checkbox"/> Distorted	<input type="checkbox"/> Not Local	<input type="checkbox"/> Bedlam <input type="checkbox"/> Animals
<input type="checkbox"/> Stutter <input type="checkbox"/> Nasal	<input type="checkbox"/> Foreign	<input type="checkbox"/> Music <input type="checkbox"/> Quiet
<input type="checkbox"/> Slurred <input type="checkbox"/> Lisp	<input type="checkbox"/> Race	<input type="checkbox"/> Office Machines <input type="checkbox"/> Voices
	<input type="checkbox"/> Religion	<input type="checkbox"/> Mixed <input type="checkbox"/> Airplanes
		<input type="checkbox"/> Street Traffic <input type="checkbox"/> Party
PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING.		
QUESTIONS TO ASK:	WHEN WILL IT GO OFF?	
	WHERE IS IT LOCATED?	
	WHAT KIND OF BOMB?	
	WHERE ARE YOU CALLING FROM?	
	WHAT IS YOUR NAME AND ADDRESS?	

• IMMEDIATELY NOTIFY THE CAPITOL POLICE AT 786-HELP (4357).

• WRITE OUT THE MESSAGE IN ITS ENTIRETY WITH ANY OTHER COMMENTS.



SUSPICIOUS PERSONS IN THE WORKPLACE

What Makes a Person Suspicious?

- You don't recognize the person as someone who should be in the building.
- The individual is not wearing their employee identification.
- They may be wearing odd clothing for the season.
- The person may appear nervous.
- If challenged, they may give you vague answers with little or no eye contact.
- Their actions or inactions may be suspect:
 - Being in work areas they have no legitimate business being in.
 - Wandering.
 - Not asking for assistance.

? What Should You Do If You Encounter ? A Suspicious Person In Your Building

- If possible, let a co-worker know that you are confronting a suspicious person in the building.
- Ask the person if they need help in a non-confrontational manner.
- Be nosy – Why are they here? Who do they need to see?
- If they are looking for a person or department on the same floor, then personally escort them there.
- If they are looking for a person or department on a different floor, then:
 - Call that person or department and tell them that the visitor is being sent to their location.
 - Ask them to call you back if the visitor does not show up in a few minutes.

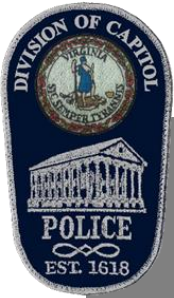
Suppose That Doesn't Work ?

- Be observant.
- Get the best physical description you can of the person and immediately write it down.
- Note their direction of travel.
- Call the police immediately to report the suspicious person. For areas outside of Capitol Police jurisdiction, your agency may advise you to call building security first.

**Division of Capitol Police
Emergency Numbers**

786-HELP (4357)

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Division
of
Capitol
Police



Street Sense

**You Are
Ultimately
Responsible
For Your
Own Safety**

Division
of
Capitol Police

Emergency Numbers

786-HELP
or
786-2120

Visit us at
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Personal Safety Basics

- STAY ALERT** to your surroundings.
 - Know who is around you.
 - Don't be preoccupied.
- PLAN** where you are going before you go.
 - Avoid low light areas and alleyways.
 - Stay in well populated areas.
- Use your **INSTINCTS** and **INTUITION**.
 - Intuition is reading the signals we give ourselves.
 - Intuition is always right in two ways:
 - It is always in response to something.
 - It always has your best interest at heart.
 - If you feel uneasy about a situation – avoid it!
- PROJECT** a confident image.
 - Walk with confidence (firm and steady pace).
 - Look people in the eye when you pass them.

Street Sense Tips

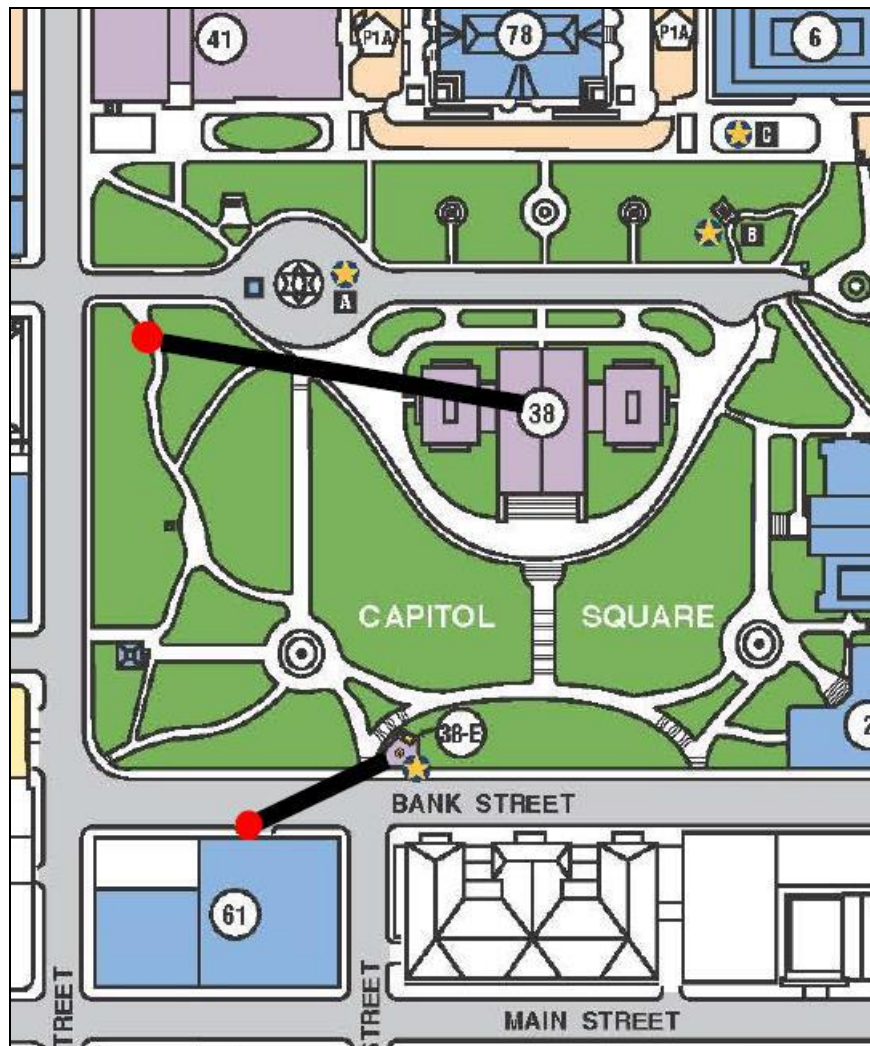
- Keep zippers and snaps closed on purses or bags.
- Hold your purse/briefcase tight and keep it close to your body – not towards your back.
- Carry your purse/briefcase towards the building side of the sidewalk and not the street side.
- The more packages you carry, the more vulnerable you are.
- If a driver stops to ask directions, avoid getting near their vehicle.
- Avoid strangers that contact you first.
- When someone tries to stop you – keep walking. Don't give them money or talk to them.
- If they are persistent, then loudly tell them to leave you alone and walk away.



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Evacuation Destinations Virginia State Capitol



State Capitol: Main Building should respond to west side of Capitol Square

Capitol Extension: Should respond to the pedestrian plaza



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Evacuation Destinations **General Assembly Building**

Respond to South Portico area where the seal is located.

