

# SUSPICIOUS PERSON

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# SUSPICIOUS PERSON

**A suspicious person can be any of the following:**

- 1) Any individual not associated with the entity that has no valid reason to be in the areas where select agent or toxins are possessed, used or transferred**
- 2) Attempts by 'non-authorized' ODHL individuals to intentionally access registered areas containing a select agent or toxin**

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**3) Individuals representing themselves as government personnel (federal, state, local) attempting to gain access to the facility or obtain sensitive information that cannot or will not present appropriate identification**

- Use of fraudulent documents or ID to request access
- Indirect threats against the entity received by e-mail, letter, telephone or website postings
- Attempts to coerce entity personnel into a criminal act
- Intimidation of entity personnel based on their scientific work
- Requests for access to laboratories for no apparent legitimate purpose, or for purposes that don't seem legitimate
- Unauthorized attempts to probe or gain access to proprietary information systems, particularly access control systems



# SUSPICIOUS PERSON

- **All individuals authorized to work in secure areas are responsible to immediately report any unauthorized or suspicious persons or activities to the RO/ARO.**
  - Refer to the procedure 'Reporting and Investigating a Security Breach' for guidance on reporting and investigating security breaches involving secure areas or select agents at the ODHL.
  - Document the incident using form 'ODHL Security Plan-Security Breach Report Fillable'
  - The RO/ARO or other designated individual will contact law enforcement if assistance is required for the removal of the suspicious person
  - The RO/ARO will report any such security breaches to the Select Agent Program



# SUSPICIOUS PERSON

- **SRA-approved staff members receive annual training regarding the reporting of unauthorized or suspicious persons.**
- If the person appears approachable:
  - Ask “Can I help you? Are you here to meet with someone? Do you have an ID?”
    - If the response seems odd or vague, do not argue or continue the discussion. Provide a polite response and move on.
    - Immediately notify a supervisor or the Laboratory Administration Office at 614-644-2563 or the Bureau Chief at 614-644-4632. On nights/weekends, notify the BT On-Call phone at 614-203-1462.
- If the person appears unapproachable:
  - **DO NOT ATTEMPT TO MAKE CONTACT**
  - Immediately notify a supervisor or the Laboratory Administration Office at 614-644-2563 or the Bureau Chief at 614-644-4632. On nights/weekends, notify the BT On-Call phone at 614-203-1462.



# SUSPICIOUS PERSON

- **If a suspicious person approaches you or a coworker, be polite and listen to the person's concerns.**
  - If the person is unpleasant or abusive, do not argue. Provide a polite response and indicate you will locate a supervisor to arrange assistance and move on.
  - Immediately notify a supervisor or the Laboratory Administration Office or the Bureau Chief. On nights/weekends, notify the BT On-Call.
- **It may be necessary to provide a description of the suspicious person. Try to make note of the following:**
  - Race, gender, hair and facial features, clothing, height, weight, tattoos
  - Location where the person was last seen
- **If safe, observe the movement of the suspicious person. Do not attempt to make further contact**



# SUSPICIOUS PERSON

PLEASE TAKE THE QUIZ ONLINE: PASSING  
GRADE IS 80%

## QUESTIONS?

PLEASE SEND AN EMAIL TO:

ERIC ST GERMAIN, BT COORDINATOR

LARRY KING, PI

STEVE YORK, RO, LSO

KEVIN SOHNER, ARO

TAMMY BANNERMAN, ARO