

DEPARTMENT OF EMERGENCY MANAGEMENT

4516 Monarch Way, Norfolk, VA 23508

757-683-5116

Fax# 757-683-5660

E-mail: oem@odu.edu

Suspicious Person/Activity

The university, like any other community in our nation, is at risk of terrorism or other threats to life and property. Vigilance is a key protective measure that can help reduce risk. All members of the university community, when on and off campus, are urged to be attentive to their surroundings, notice suspicious behavior or circumstances, and to report their observations to authorities in a timely fashion.

REMEMBER: IF YOU SEE SOMETHING, SAY SOMETHING!!!

If you are witness to violent acts or behavior, immediately move away from the incident and then dial 757-683-4000 to summon the Old Dominion University Police Department. If you hear about an incident on campus, please stay away from that area.

Suspicious Person or People

If you witness a person acting in an odd or unusual manner or if a person or situation makes you feel uneasy, trust your instincts and report it.

- **REMAIN CALM.**
- **DO NOT** physically confront the person.
- **DO NOT** let anyone into a locked building or office.
- **DO NOT** block the person's access to an exit.
- **CALL 757-683-4000 (or 9-1-1 if off-campus).** Provide as much information as possible about the person and his or her direction of travel in your description of the person, include age, race, clothing, height, weight, sex, hair and eye color, weapons, and any other descriptors you noticed.

If a suspicious person is standing at your car, or near a parking spot, just keep walking. When it appears to be safe, return to your vehicle and look around and inside your vehicle before getting in.

Suspicious Vehicle

Signs of suspicious vehicles include:

- Missing or forged license plates.
- Covered or taped windows.
- Any vehicle that appears overloaded or has any substance leaking from it.
- Any vehicle containing drums, barrels, or other bulks containers.
- Parked illegally, parked at an unusual location, or appears to be abandoned.

If you see a vehicle that appears to be suspicious, immediately call the Old Dominion University Police Department at 757-683-4000. Give the dispatcher the following information:

- Tell the dispatcher you are at Old Dominion University and give the exact location of the vehicle in question.

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- A description of the vehicle, including license plate, vehicle color, vehicle make, model, and any other distinguishing features.
- Your full name and the telephone number from which you are calling, in case you are disconnected.
- Do not hang up as additional information may be needed. Follow directions provided by emergency personnel.

When noticing other circumstances that you feel may be suspicious:

Place your observation into context. Is there a plausible explanation that would account for the activity you observe? Does this explanation convince you that there is no potential for a threat to public safety?

Tips:

- Do not attempt to rationalize your suspicions.
- If it does not look right or if you have any feeling that the actions or circumstances you observe are suspicious, report your observations immediately. Suspicious activities on campus should be reported to the Old Dominion University Police Department.
- Suspicious activities observed off campus should be reported to the Virginia State Fusion Center by using one of the following methods:
 - <http://www.vsp.state.va.us/FusionCenter/index.shtm>
 - 24-hour, toll-free tip line: **877- 4VA-TIPS (877- 482- 8477)**
 - Online report:
http://www.vsp.state.va.us/FusionCenter/Report_Suspicious_Activity.shtm#Report

When reporting suspicious behavior or circumstances, be prepared to include as much of the following information as possible:

- WHO? Describe who you feel is involved in the suspicious activity.
- WHAT? Describe the suspicious activity. Indicate if there is an immediate threat to persons nearby or to responding officers (such as an unattended package, an individual acting strangely, the presence of weapons, hazardous materials, etc.).
- WHEN? Indicate if the activity is in progress. Give the time(s) that the activities occurred.
- WHERE? Give the location of the suspicious activity and the location of the suspect(s).
- WHY? Indicate why the activity is suspicious. If known, tell what might be the target of the activity.

Please include any other information that would aid the responders. Remember, if you see suspicious activity or packages while visiting Old Dominion University, pick up the phone and report it. It's our job to check it out and to keep you safe! Stay alert. Be aware. Speak up.