

BOMB THREAT/SUSPICIOUS PACKAGE

A bomb threat is defined as a threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.

If a bomb threat is received:

- Remain calm.
- If your phone has Caller ID, record the number displayed.
- Gain the attention of someone else close-by, point to this information, and have that person call 911 from another landline telephone. This call should be made out of hearing range of the caller.
- Try to keep the caller on the phone long enough to complete the Bomb Threat Check Sheet located on the next page.
- Ask check sheet questions.
- Work with arriving emergency personnel to assist them in evaluating the situation.
- Assist emergency responders with a search of the area, if requested.
- Provide for an orderly evacuation if ordered by emergency personnel.

Bomb Threat Check Sheet is provided on the next page.

If you receive or discover a suspicious package or device: DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!

IMMEDIATELY CALL 911 FROM A LANDLINE TELEPHONE.

The following constitutes a suspicious letter or parcel:

- Any powdery substance on the outside.
- Unexpected or from someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Addressed to someone no longer with your organization or are otherwise outdated.
- No return address or one that cannot be verified as legitimate.
- Unusual weight, given the size, or is lopsided or oddly shaped.
- Unusual amount of tape.
- Marked with restrictive endorsements, such as "Personal" or "Confidential."
- Strange odors or stains.

What to do if you receive a suspicious package or parcel:

- Handle with care. Do not shake or bump and isolate it immediately. Do not open, smell, touch or taste.
- Treat it as suspect and call local law enforcement authorities.