

VIII.

BOMB THREAT

If you receive a bomb threat by telephone obtain as much information from the caller as possible:

- Detonation time
- Floor and exact location of bomb
- Description of the kind and size of the bomb
- Why was bomb planted?
- Did caller plant the bomb?
- Name of caller

Note the following:

- Time of call
- Was the caller male or female
- Describe voice or accent
- Background noises
- Was the caller angry or did he/she show other emotions?

Immediately notify:

- Call 9-1-1
- The Building Management
- Your supervisor

If you find a suspicious package:

- Do not move or touch it
- Leave the area
- Do not create unnecessary panic

Immediately notify:

- Call 9-1-1
- The Building Management
- Your supervisor