

Bomb Threat/Suspicious Package

Telephoned threat that bomb or other weapon has been planted in building:

- After caller hangs up, Call 911 then
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- notify _____
Employer
in _____ at _____.
Office # Work/Mobile/Page #
- Evacuate all persons inside building depending on threat assessment and evaluation.
- Manager or operator (someone in charge) will notify employees and guests when they may re-enter area upon the advice of Police Officer or Fire Officer in Charge.
- Manager or operator must report incident to their employer and the police.

Suspicious package/mailed bomb threat:

- Call 911 then notify _____
Employer
in _____ at _____.
Office # Work/Mobile/Page #
- Put envelope or package down and evacuate the area.
- Close off room or area where letter or package is located.
- Isolate person(s) who touched suspicious package, were in same area as the package, or witnessed delivery of package, until interviewed by investigative health and/or emergency response authorities.
- If a potentially harmful substance is suspected to be in package advise isolated person(s) to remain calm and wash skin from elbows down using soap and water.
- Supervisors should compile full name, address and telephone numbers (work and home) of isolated person(s) and notify emergency contact of person(s).
- Service station dealer will notify employees and guests when they may re-enter area upon the advice of Police or Fire Officer in Charge.