In the event that you receive a threatening telephone call or letter/parcel; or discover a suspicious object somewhere on the premises.

If you receive a telephone THREAT:

1. Maintain a calm, professional demeanor.

2. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information.

3. Using the Explosive Device Data Card (see above) question the caller in a polite and non-interrogative manner. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about a device, the validity of the threat or the identity of the caller.

4. Upon completion of the call, dial 9-1-1 immediately (from Technical Education Center or Center for Workforce Development dial 9-9-1-1) and complete the Explosive Device Data Card as soon as possible while the incident is fresh in your memory.

5. If the threat has been received by another individual, and he/she is relaying this information to you, use the Explosive Device Data Card to ascertain as much information from them as possible.

If you receive a written threat or a Suspicious letter/parcel; or if you find a suspicious object anywhere on the premises:

1. Keep anyone from handling or going near it.

2. Do not use portable radio equipment within 100 feet of the suspicious item.

3. Call 9-1-1 IMMEDIATELY (from Technical Education Center or Center for Workforce Development dial 9-9-1-1).

4. Promptly write down everything you can remember about receiving the letter/parcel or finding the object. The information will be needed by police.

5. Remain calm. Do not discuss the threat with other staff members.

6. Be guided by law enforcement instructions.

7. Planning includes being familiar with the appearance of suspicious packages.

A suspicious item is defined as anything which is out of place and cannot be accounted for; or any item suspected of being an explosive or incendiary device.