

BOMB THREAT PROCEDURES – SUSPICIOUS PACKAGE FOUND (ANYTIME)

Courses of Action – Depending on the Circumstances

<u>BOMB THREAT</u>		<u>CONCURRENT ACTIONS</u>	
Action	Reaction	Emergency Team	Employee Related
Suspicious Package Found	<p>Advise police and responsible building authority</p> <p>Do not touch or approach nay suspicious package</p> <p>Memorize area around package and details of package to report to explosives disposal team</p>	<p>Activate emergency control center</p> <p>Activate bomb threat control team</p> <p>Advise security staff and responsible building authority</p> <p>Warn police and fire departments</p> <p>Evaluate threat</p> <p>Bomb threat control team searches evacuation routes</p> <p>Maintenance staff search maintenance and utility areas</p>	<p>Warn any employees of danger. Have them check their areas and lock up.</p> <p>Restrict entry into the building</p> <p>Restrict elevator use to handicapped (down only)</p> <p>Evacuate employees</p>

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TAB AA-2-4