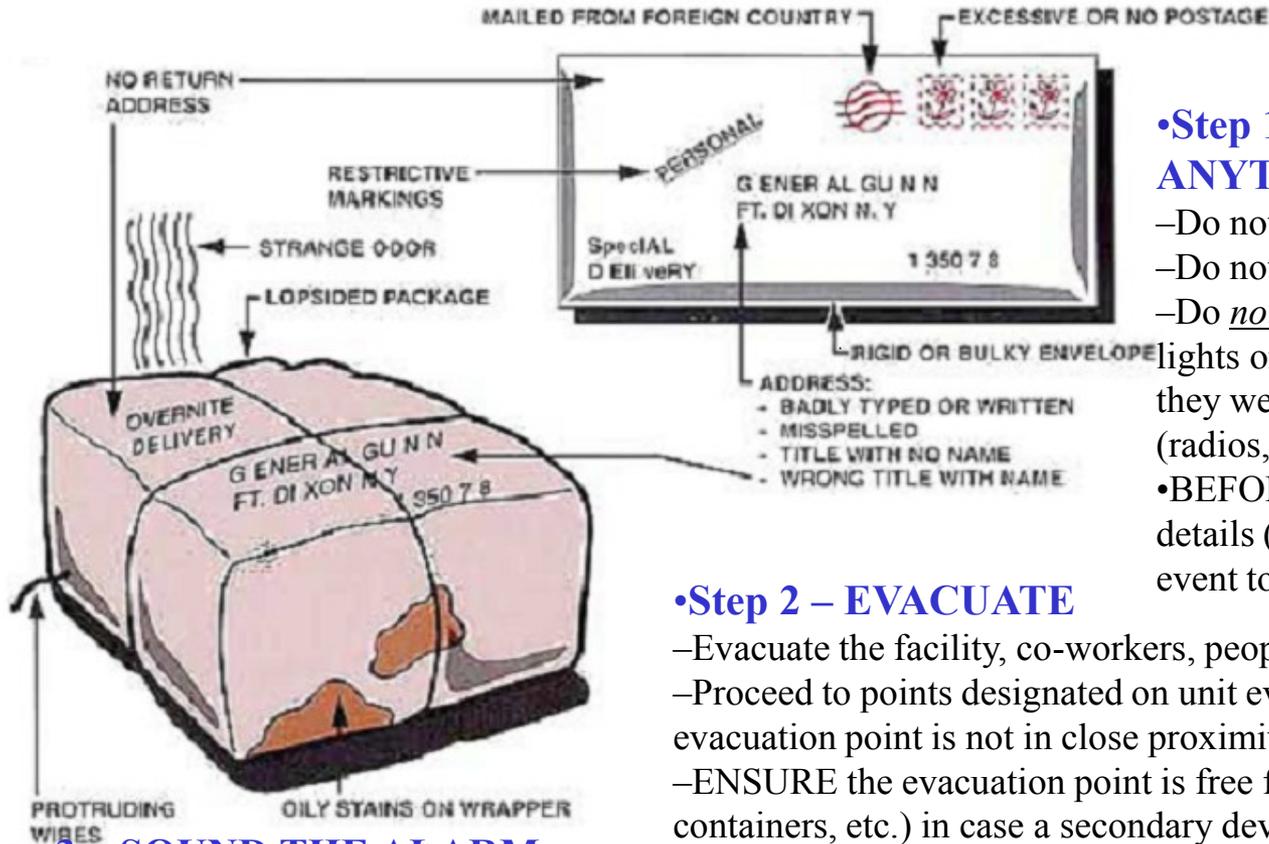




WARNING!

SUSPICIOUS PACKAGE/LETTER/UNATTENDED ITEMS



•Step 1 – DO NOT TOUCH ANYTHING

- Do not handle the package/letter
- Do not accept a suspicious package/letter
- Do *not* change the environment. Leave lights on if they were on, or leave them off if they were off. Do not use electrical devices (radios, cell phones, etc.)
- BEFORE YOU LEAVE, Remember all the details (appearance, location, etc.) about the event to inform responding forces.

•Step 2 – EVACUATE

- Evacuate the facility, co-workers, people in immediate area.
- Proceed to points designated on unit evacuation plan. Ensure the evacuation point is not in close proximity to the facility.
- ENSURE the evacuation point is free from objects (cars, trash containers, etc.) in case a secondary device has been placed or hidden.

Dial 911 or L.E. Desk (606-3911)

•Step 3 – SOUND THE ALARM

- Call 911 or 606-3911.
- DO NOT USE a phone near the object.
- Provide as much detailed info as possible - where, when, what, any details.
- More information is better than less!

•All pertinent personnel (911 caller, discoverer of suspicious object) need to *meet* the responding forces on scene with information and answer any question they may have in order to effectively diffuse the situation.