

CODE BLACK



WHAT DOES THIS MEAN?

Alerts personnel of a bomb threat or discovery of a suspicious item while doing a visual scan following a bomb threat.

WHAT DO I DO?

If you receive a Bomb Threat by telephone:

- Remain calm and courteous
- Do not argue
- Do not hang up
- Notify co-worker verbally, or call co-worker by landline telephone (Do not use cellular phones)

IF YOU RECEIVE A THREAT DURING A FACE-TO-FACE CONVERSATION:

- Remain calm and courteous
- Do not argue
- Verbally notify co-worker (by landline phone) while talking to the person if possible (Do not use cellular phones)

IF YOU RECEIVE A THREAT ELECTRONICALLY (FAX, EMAIL, TEXT MESSAGE)

- Remain calm
- Do not reply to, forward, delete, or destroy the email, text message, or fax
- Print email or text snapshot
- Do not use cellular phones to notify anyone, after receiving the threat

