

EXPLOSIVE DEVICES AND THREATS

1. Obtain the following information from the caller if possible:
 - a. Time set for detonation.
 - b. Exact location of the device.
 - c. Description of the device.
 - d. Reason for the threat.
 - e. Exact words used by the caller
 - f. Any noteworthy background noises.
2. Notify your Office Manager or Supervisor.
3. Notify the Terra Real Estate Management Office. (see Front Cover for Telephone Number).
4. Notify the Police Department (see Front Cover).
5. Follow instructions of the Local Authorities.

NOTE:

Never disturb a suspicious device. If a suspicious device is located, evacuate the area.