

STOCK EXCHANGE TOWER EMERGENCY



BOMB THREATS

GENERAL FIRE WARDENS SUSPICIOUS PACKAGE

GENERAL

While most bomb threats turn out to be hoaxes, all bomb threats must be taken seriously; many threats are aimed at creating a disruption of business, criminal opportunities.

Floor Wardens and Deputy Floor Wardens create and educate all staff on a signal staff can use should anyone receive a bomb threat so they can keep the caller on the line while someone else alerts the Floor Warden, Calgary Police Service and Security.

When Threat is Received:

- Use signal to alert Floor Warden, or nearest co-worker to notify Floor Warden or Deputy Warden.
- Listen and remain calm.
- Do not interrupt the caller.
- Attempt to keep the caller talking using the questions on the Bomb Threat Checklist.
- Write down everything said.
- Do not hang up or disconnect your telephone, even after the caller hangs up.

FIRE WARDENS

- When notified of a phone bomb threat, call Police at 911.
- Contact the Security Desk at (403) 777-5883.
- Walk through the office area looking for any packages, bags or items that are not normally in your office — Calgary Police Service can do a search, but you can assist them by advising them what are normal items for your office.
- Should you find an unfamiliar or suspicious package, do not touch it, notify Security. Security and the Calgary Police Service

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SUSPICIOUS PACKAGE

If you discover a suspicious looking package:

- **Do not touch the package.**
- Notify the Floor Warden
- Clear the immediate area where the package has been discovered.
- Notify Calgary Police Services at 911 and the Security Desk at (403) 777-5883, giving the following information:
 - Company's name and location.
 - Floor number where call is being/has been received.
 - Your name and telephone number.
 - Any details regarding the suspicious package