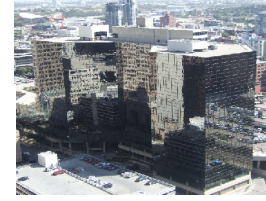


SUSPICIOUS PACKAGE



Description:

A suspicious package is an unattended item (box, backpack, briefcase, bag, etc.).

Before any initial actions are taken, staff must assess the situation to ensure personal safety.

If you discover a suspicious looking package:

- Do not touch the package
- Notify the floor Fire Warden
- Clear the immediate area where the package has been discovered.
- Notify Calgary Police Service at **911** and the Security Control Desk at **403-221-1160**, give the following information:
 - Company name and location.
 - Floor number where call is being /has been received.
 - Your name and telephone number.
 - Any details regarding the suspicious package