

Bomb Threat /Suspicious Package Protocol:

Telephone Bomb Threat:

- If you receive a threatening call: remain calm and attentive, do not interrupt the caller, and listen carefully. Attempt to attract the attention of someone else to listen with you.
- If you feel the threat is immediate, alert someone to call 911 and send a messenger to clear any occupied spaces.
- If possible, record the call. If unable to record the call, write down the conversation verbatim - especially strange phrases or unusual words.
- Identify as much information about the caller as possible:
 - Emotional disposition (angry, calm, irrational, etc.)
 - Accents(local or foreign)
 - Background noise(cars, grocery store noises, other voices, music, etc)
 - Feminine/Masculine
 - Adult/Juvenile
- If available on caller ID: write down the phone number or letters that appear.
- Concluding the call, alert administrators if they are not already aware.
- Administrators will contact the St George Police Department at 435-627-4300 and follow their instructions.

Written Bomb Threat:

- Handle the document as little as possible.
- Make note of the location the document was found.
- If the threat seems to pose an immediate danger, call 911 and attempt to clear occupied spaces. If the threat does not seem to be an immediate danger, alert administration and the St George Police Department at 435-627-4300.

Emailed Bomb Threat:

- Leave the email open on the computer/phone.
- If the threat seems to pose an immediate danger, call 911 and attempt to clear occupied spaces. If the threat does not seem to be an immediate danger, alert administration and the St George Police Department at 435-627-4300.
- Print the email.
- Do not delete the message.
- Follow instructions given by the police department.

Suspicious Package

If you come in contact with a suspicious package:

- Handle the package as little as possible.
- Move yourself and others away from the package and leave the area.
- If the package seems to pose an immediate danger, alert 911. If the danger could be possible but not entirely realistic, alert people nearby, administration, and the St George Police Department at 435-627-4300.
- Follow instructions given by the police department.

Indicators of a suspicious package:

- Inappropriate or unusual labeling
- Abandoned backpacks or packages
- Threatening language on the outside
- Excessive markings such as "confidential" or "personal"
- Oil stains or discoloration
- Unexpected mail from a foreign country
- No return address

Zion Massage College
567 S Valley View Dr. St George Utah 84770
435-261-4203

- Noises or smells coming from within
- Wires, tin foil, or metallic items jutting out
- Any item/package received before or after an unidentified caller asked if an item was received