

## **SUSPICIOUS OBJECT**

### **WHAT YOU SHOULD DO**

1. If you see or become aware of a suspicious object or receive a suspicious letter or parcel, do not handle it or allow anyone to go near it
2. Call BW Security dispatch at x2336
  - a) Tell the dispatcher your name, phone extension and room number
  - b) Tell the dispatcher why you think the object is suspicious
  - c) Wait for the responding officer to arrive to give further information

### **WHAT WILL HAPPEN**

1. The dispatcher will notify BW Security officers and Berea Police
2. Responding officers will meet with the caller to gather information
3. BW Security and Berea Police will decide if further actions are needed after consulting with University officials. This may include evacuation, notification of Berea Police Bomb Squad or Berea Fire Department