

SUSPICIOUS OBJECT, PACKAGE, ETC.

IF YOU OBSERVE A SUSPICIOUS OBJECT, PACKAGE, ETC., DO NOT TOUCH, MOVE, OR TAMPER WITH SUSPICIOUS OBJECTS:

- Keep yourself and others away from object.
- Do not use cell phones or radio equipment within 100 feet of object.
- If instructed to evacuate, move at least 300 feet away from the building.
- Follow directions of University, Police and Fire personnel.
- Do not reenter the building until instructed by either Police or Fire personnel.

IF YOU RECEIVE A WRITTEN THREAT OR SUSPICIOUS PARCEL, OR IF YOU FIND A SUSPICIOUS OBJECT:

- Call Ohio Christian University security at 740-412-5337
- Keep others away from object.
- Do not use cell phones or radio equipment within 100 feet of object.
- Write down everything you can remember about receiving the letter or parcel or finding the object.
- Be prepared to relay this information to law enforcement.
- Follow instructions of Ohio Christian University Administration, Police or Fire.
- If instructed to evacuate, move at least 300 feet away from the building. Do not reenter the building until instructed to do so.