

4. Immediately after the telephone call is completed, dial: **\*884** (STAR EIGHT EIGHT FOUR) in order to have the call traced. You will receive a Bell Canada message to the effect that, "The last call to your telephone has been traced. If you want to take action, contact your Police Department. Please hang up now." **Rather than you contacting the Police Department, please proceed to step 5 below.**
5. Report the threat immediately to the Building Fire/Safety Control Centre using a red emergency telephone or by calling the number 992-1150 or 992-5452. Advise that you initiated a telephone trace and provide your telephone number. If the caller's telephone number appeared on the display panel of your telephone during the call, also provide the telephone number which was displayed.
6. Complete a bomb threat check list form (Bomb Threat Telephone Procedures), available at the entrance of all towers, as soon as you have reported the threat and submit it immediately to the Chief Building Emergency Officer, Headquarters Security Operations (ISRG) located in Room BG-189.

#### **IF YOU RECEIVE A BOMB THREAT THROUGH THE MAIL**

1. Avoid handling the letter, card or package in order to preserve evidence such as the sender's latent fingerprints.
2. Report receipt of the threat letter to the Building Fire/Safety Control Centre at 992-1150.

#### **IF YOU DISCOVER A SUSPICIOUS PACKAGE OR OBJECT**

1. Do not touch or disturb it.
2. Report the discovery immediately to the Building Fire/Safety Control Centre using a red emergency telephone or by calling the number 992-1150.
3. Warn persons nearby and move away from the immediate area.