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 NDC Police/Security at 373-5288/5212
   a) Tell the officer your name, phone extension and room number
   b) Tell the officer why you think the object is suspicious
   c) Wait for the responding officer to arrive to give further information

WHAT WILL HAPPEN
1. The officer will notify NDC Police/Security and South Euclid Police
2. Responding officers will meet with the caller to gather information
3. NDC Police/Security and South Euclid Police management will decide if further actions are needed after consulting with College officials. This may include evacuation, notification of NDC Safety Services, South Euclid Bomb Squad and/or South Euclid Fire Department