



Emergency Procedures: Bomb Threat

It is possible, although highly unlikely, that a staff member may someday receive a threatening telephone call.

If you receive a telephone threat:

- Remain calm.
- Listen carefully. Be polite and show interest. Try to keep the call talking so that you can gather more information.
- Use the explosive device data record to question the caller in a polite and noninterrogative manner. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about a device, the validity of the threat, or the identity of the caller.
- Upon completion of the call, immediately notify University Police at extension 2111 and complete the explosive device data record as soon as possible while the incident is fresh in your memory.
- If a threat has been received by another individual and he/she is relaying this information to you, use the explosive device data record to get as much information from them as possible.
- A suspicious item is defined as anything which is out of place and cannot be accounted for or any item suspected of being an explosive device.

If you receive a written threat or a suspicious parcel, or if you find a suspicious object anywhere on the premises:

- Keep anyone from handling it or going near it.
- Notify University Police at extension 2111 immediately.
- Promptly write down everything you can remember about receiving the letter or parcel or finding the object. Police will need the information.
- Remain calm. Do not discuss the threat with other staff members.
- Be guided by police instructions.
- Planning includes being familiar with the appearance of suspicious package