

# BOMB THREAT

## BOMB THREAT CHECKLIST & SAFETY STRATEGY

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, remain calm, and obtain information with the checklist below.



### If a bomb threat is received by phone:

- Remain calm. Keep the caller on the phone as long as possible. Take note of caller's voice (accents, gender) and background noises that indicate a calling location.
- If your phone has a display, copy the number and/or letters on the window display.
- Don't hang up. Have someone call University Police from another phone. Give the phone number where the bomb threat is received.



### If a bomb threat is received by note:

- Call University Police immediately. Once discovered, do not touch, move, or open package, so it is not altered or destroyed. Preserve scene for Police.
- Keep others from handling or going near it.

## DO NOT

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate building, wait until police arrive and evaluate the threat.
- Activate the fire alarm. • Touch or move a suspicious package.