

Bomb Threat

A bomb threat may be presented in a number of ways including a note or phone call.

The most important things to remember are to remain calm, and immediately contact University Police (334-7675).

If received by phone, listen to the caller carefully. Be polite and show interest.

Try to keep the caller talking so you can gather information. If possible, have someone else contact University Police while you are talking with the caller.

If you receive a note, contact University Police immediately. Follow the instructions of the police officers.

DO NOT evacuate the building unless instructed by University Police, or unless there is an immediate threat to your health and safety.

DO NOT pull the fire alarm.

Record time, date and phone number if possible of call or receipt of the written message.

Be prepared to record answers to the following questions:

Who or what are you attempting to harm?

What is to happen?

When is it to happen?

Where is it to happen?

How is it to happen?

Listen closely for background noises

Listen closely for voice type (male, female, voice quality, accents etc.)

Why are you making the threat?

Note if caller knows area by description of location.

Note caller's phone number if you have a display phone.

When the caller hangs up on you call University Police immediately: **334-7675**. Provide them with as much of the above information as possible. If necessary, quietly have a co-worker or someone nearby contact University Police while you are on the phone with the caller.

DO NOT touch any suspicious or unfamiliar objects. **DO NOT** conduct any type of search.

Resources:

Print and review a copy of the [Bomb Threat Checklist](#)

For more information on what to do during a bomb threat, contact University Police at 334-7675.

