

BOMB THREAT PROCEDURES

Responsibility of the Receiver

- Remain calm and attempt to obtain as much information as possible from the caller.
- Attempt to obtain and record the following information:
- Exact time and date of the call.
- Exact words used by the caller.
- Ask the following questions, if given the opportunity, and record the answers:
- When is the bomb to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Where are you calling from?
- Describe the caller's voice. Is it male? Female? Young? Old? Accent? Tone.
- Background noise heard?
- Is the voice familiar?
- Dial the Office of Public Safety at 359-7500. Give your name, location and telephone number. Inform the Officer of the situation, including any information you may have as to the location of the bomb, time it is set to explode and the time you received the call.
- Inform your supervisor, department head and/or area coordinator.

Upon Arrival of the Police

- Cooperate fully with the police officers and provide them with as much information as possible.
- You may be asked to make a quick search of those areas in your office, classroom, lab, or residence hall room with which you are most familiar.
- If you should spot a suspicious object or package, report it to authorities immediately. Under no circumstances should you touch it, tamper with it, or move it in any way.

Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon
- direction of the Public Safety, other college official, or other emergency services personnel.
- All faculty, staff, students and visitors will IMMEDIATELY evacuate the building.
- Information regarding the nature of the emergency will be provided once occupants are outside.
- Move quickly to nearest marked exit and alert others to do the same.
- DO NOT USE ELEVATORS IN CASE OF FIRE.
- ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING.