



Response to Bomb Threat

STEP 1 Record Information	STEP 2 Contact University Police	STEP 3 Ask Caller Questions	STEP 4 Evacuate Building
<p>Any person receiving a call alleging a bomb or other device should attempt to obtain as much information as possible from the caller.</p> <ul style="list-style-type: none">❖ Initially, write down the time of the call.❖ Try to determine the callers identity:<ul style="list-style-type: none">○ Male or female?○ Approximate age?○ Origin of call (local, phone booth, cell phone)?○ Caller's voice (slow, fast, loud, foreign, calm, emotional, etc.)?○ Are there background noises?○ Does caller appear familiar with campus?	<ul style="list-style-type: none">❖ If at all possible have someone else contact the University Police at 9-911 from any hard-wired campus phone or 229-9911 from a cellphone.❖ If you are alone, keep the caller talking as long as possible. <p style="text-align: center;"><u>IMPORTANT</u></p> <p style="text-align: center;">Make sure you collect at least the following information:</p> <ul style="list-style-type: none">❖ Device Location❖ Type of Device❖ Detonation time	<ul style="list-style-type: none">❖ Engage caller in conversation.❖ Ask questions and write down caller's exact words.❖ What type of device is it?❖ Chemical? Biological? Explosive?❖ When is device going to explode?❖ Time remaining and device location?❖ What does it look like?❖ What would cause it to detonate or release its contents?❖ How do you deactivate the device?❖ Do you know who placed the device?❖ Where are you (the caller) now? Callers name and address?❖ Remain calm and polite but firm. Do not insist on an answer to any questions.	<ul style="list-style-type: none">❖ If the threat of an explosion is imminent, activate the fire alarm to initiate building evacuation.❖ Evacuate the building quickly and calmly by way of the nearest exit.❖ Upon exiting, proceed to a safe distance from the building.❖ Keep clear of emergency vehicles.❖ If possible report to the designated evacuation area for your building.❖ Stay with the group from your area or with your class.❖ Do not reenter the building until the "All Clear" has been given.