

Bomb Threat Procedures

If you receive a telephone bomb threat:

1. Try to stay calm. Keep the caller talking as long as possible and record the following:
 - Time of call
 - Age and sex of caller
 - Speech pattern, accent
 - Emotional state
 - Background noises
2. Ask the caller the following questions:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
3. After the caller hangs-up, immediately notify Campus Police and provide them with the above information.
4. Campus Police will coordinate a detailed bomb search. Employees may be requested to make a cursory inspection of their area for suspicious objects and to report their findings to Campus Police.
5. If you observe a suspicious object or potential bomb, **Do Not Touch It**. Clear the area and immediately call Campus Police.
6. If an evacuation is warranted, Campus Police will activate the building alarm.
7. Evacuate the building by quickly walking to the nearest exit and calmly direct others to do the same. Leave all elevators for use by the disabled and assist them as necessary.
8. Building Marshals and/or campus officials will assist in evacuation of all building occupants.
9. Once outside, move to a clear area at least 300 feet away from the affected building. Keep walkways clear for emergency vehicles.
10. If the bomb threat is received by mail, do not further handle the letter, envelope or package. Report it to your supervisor and call Campus Police.
11. A Campus Police emergency Command Post will be set up near the affected site. Keep clear of the command post unless you have important information to report.
12. Do not return to a building until Campus Police tell you to do so even if the alarm has been silenced.