

# Bomb Threats. No Laughing Matter

Environmental & Occupational Safety

November, 2007

## Would You Know What to Do?

As many of you have heard, Centennial Hall received two bomb threats within eight days of each other, and Environmental & Occupational Safety would like to address what to do in case there is a bomb threat in your area.



The University's Emergency Quick Reference Guide has been given to all students in every resident hall on campus. The Quick Reference guide has also been distributed to all campus departments and to new employees at New Employee Orientation. This Guide is offered on our website at [www.valdosta.edu/safety](http://www.valdosta.edu/safety) as well. If you do not have a Quick Reference Guide they are available in our office.

The following tips come directly from the Valdosta State Emergency Quick Reference Guide:

### 1) If You Receive A Telephone Threat

- a. Remain Calm
- b. Do not hang up; keep the caller on the line as long as possible, and listen carefully.
- c. Note the time of the call and the specific telephone instrument on which it came.
- d. Note the caller's number if your phone is equipped with caller I.D.
- e. Note the exact words of the caller.
- f. Ask the caller the following questions or listen for the following information:

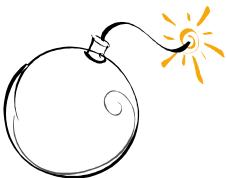
- Where is it located?
- When will it go off?
- What does it look like?
- What kind is it?
- What is the caller's name and motive for placing the bomb?
- Are you an employee?
- Are you a student?

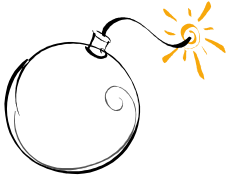
\* Write down any information noticed, e.g. background noises, gender of caller, voice pitch and speech patterns, accent, etc.  
Notify **UNIVERSITY POLICE** immediately at (229) 259-5555!



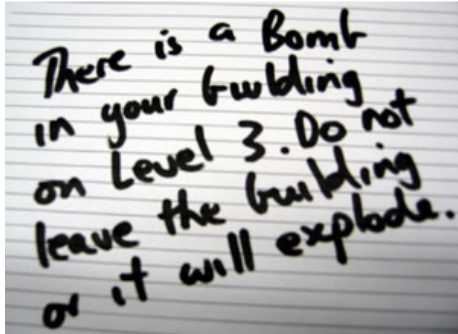
### Special Points of Interest

- Bomb Threat by Phone
- Written Bomb Threat
- Suspicious Packages
- Campus Alert





## Would You Know What to Do? Continued



### 2) If You Receive A Written Threat

- a. Remain Calm
- b. Notify University Police immediately.
- c. Once discovered, do not touch, move, or open package, so it is not altered or destroyed.
- d. Keep others from handling or going near it. Preserve scene for University Police.

### 3) Opened or Closed Suspicious Packages

- a. Notify University Police Immediately.
- b. Do not use a two-way radio or cell phone within 100 feet of a suspicious package.
- c. Never touch any package that is suspicious! Do not attempt to touch, move, or open, as it could explode or spread!
- d. Keep others from handling or going near the package.

#### Examples of Suspicious Packages & Envelopes:

- Package or envelope discovered with a suspicious powdery substance on the outside.
- Received unexpectedly or sent by someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed address, incorrect titles, or titles with no names, or misspelling of common words.
- Addressed to someone no longer with the University or with outdated postmarks.
- No return address or one that cannot be verified as legitimate.
- Return address not consistent with postmark.
- Unusual weight, given package size, lopsided, or oddly shaped.
- Unusual amount of tape, string, or other wrapping material.
- Marked with restrictive endorsements, such as “Fragile”, “Personal”, “Confidential”, or “Rush-Do-Not-Delay.”
- Strange odor, stains, or noises (rattling, clicking, etc.)
- Appears to contain electrical wire or aluminum foil.



If you do not have an Emergency Quick Reference Guide, come by our office for your free copy!

## Would You Know What to Do? Continued

### 4) What to Do If You Find a Suspicious Package or Envelope

- a. Never touch any package that is suspicious! Do not attempt to touch, move, or open, as it could explode or spread!
- b. Isolate the suspicious package by evacuating the room and locking the door, if possible.
- c. If the suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt shock movement. This can cause detonation of certain devices. Gently set the package down.
- d. Call University Police immediately from a safe location. Do not use a radio or cell phone within 100 feet of the object.
- e. Describe what the package looks like and its location.
- f. Evacuate others in the area by following established evacuation procedures. Consider persons with disabilities who may need assistance evacuating.
- g. If you have had direct skin contact with the package, wash hands, arms, etc. with soap and rinse with a plentiful quantity of water for 15 minutes.
- h. Account for any missing person; always notify University Police of any missing person when evacuating an area.
- i. Always follow precautionary directions given by University officials.



### Connect-Ed Campus Alert System

Many questions have risen about why the University did not use the new Campus Alert System during the two bomb threats at Centennial Hall. Campus Alert will be used when appropriate to notify students, staff, and faculty of emergencies, severe weather, and for other situations as deemed necessary. Even though a bomb threat is indeed an emergency, the reason for not using the Campus Alert System is stated in the Emergency Quick Reference Guide, the use of any two-way radio, cell phone, or any other electronic piece of equipment could set off an explosive device.

### What Is the Connect-Ed Campus Alert System?

The VSU Campus Alert system utilizing the Connect-Ed service allows campus administrators to quickly communicate with students, faculty, and staff in the event of an urgent situation on campus such as class cancellations, campus closings, severe weather, or security incidents. The privacy and priority of this information will be preserved and will not be shared with third parties for commercial purposes or other purposes than this notification system. To update your information in the Campus Alert System use the following link [www.valdosta.edu/vsu/editalertinfo](http://www.valdosta.edu/vsu/editalertinfo).

For more information please feel free to contact the Environmental and Occupational Safety Office or visit the website at the bottom of the page.

