

## Bomb Threats

- 1 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.

### Ask the caller the following questions or listen for the following information

1. Where is it located?
2. When will it go off?
3. What does it look like?
4. What kind is it?
5. What is the caller's name and motive for placing the bomb?
6. Are you an employee?
7. 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!**

4

## Bomb Threats

- 2 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. Preserve scene for University Police.
  - d. Keep others from handling or going near it.

### 3 Opened or Closed Suspicious Packages

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

5

## 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 addresses, 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- Addressed to someone no longer with the University or with outdated postmarks.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.

6

## 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.

7