

BOMB THREAT

1. Report ALL BOMB THREATS to 911, which reaches University police officers.
2. Any person receiving a bomb threat over the phone is to alert the supervisor or co-worker immediately by writing the nature of the call on a piece of paper, and then asking the caller:
 1. When is the bomb going to explode?
 2. Where is the bomb located?
 3. What does it look like?
 4. Why did you place the bomb?
 5. What kind of bomb is it?

Keep the caller on the phone as long as possible, listen carefully and try to determine and record the following:

1. Date and time of the call
 2. Exact words of the caller
 3. Speech pattern and/or accent
 4. Emotional state
 5. Age and gender of the caller
 6. Background noises (i.e., traffic)
3. University police officers may conduct a search of the facility. Faculty and staff may be requested to make cursory inspections of their areas for suspicious objects and to report to the Department of Public Safety.
 4. If you observe a suspicious object or potential bomb on campus, DO NOT handle the object! Clear the area immediately!
 5. A building may be evacuated on the orders of University Police officers or an officer of the University (Vice Presidents or Deans).

BOMBS BY MAIL

Keep in mind that a bomb can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, mail bombs have some unique characteristics which may assist you in identifying a suspect mailing:

1. Mail bombs may bear restricted endorsements such as "personal" or "private."
2. Addressee's name/title may be inaccurate.

3. Cancellation or postmark may show a different location than the return address.
4. Mail bombs may have excessive postage.
5. Letter bombs may feel rigid, or appear uneven or lopsided.
6. Package bombs may have an irregular shape, soft spots, or bulges.

If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender:

1. Do not open the article.
2. Evacuate the immediate area.
3. If you have any reason to believe a letter or parcel is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent - instead, call 911 for assistance.