

It is possible, although highly unlikely, that a campus employee may someday receive a threatening telephone call or letter or might receive a suspicious parcel or discover a suspicious object somewhere on the premises.

If you receive a telephone THREAT:

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information.
3. Using the **Bomb Threat Data Card** (see reverse), question the caller in a polite and noninterrogative manner. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about a device, the validity of the threat, or the identity of the caller. Do not discuss the threat with other staff members.
4. Upon completion of the call, **call X300** immediately and complete the Bomb Threat data card as soon as possible while the incident is fresh in your memory.
5. If a threat has been received by another individual, and he/she is relaying this information to you, use the Bomb Threat data card to ascertain as much information from them as possible.

If you receive a written threat or a suspicious parcel, or if you find a suspicious object anywhere on the premises:

1. Keep anyone from handling or going near the suspicious object.
2. Do not use portable radio equipment within 100 feet of the suspicious item.
3. **Call x300 IMMEDIATELY.**
4. Promptly write down everything you can remember about receiving the letter or parcel or finding the object. The information will be needed by police.
5. Remain calm. Do not discuss the threat with other staff members.
6. Comply with sheriff or police instructions.
7. Planning includes being familiar with appearance of suspicious packages.

A suspicious item is defined as anything which is out of place and cannot be accounted for or any item suspected of being an explosive device.

**See the Bomb Threat Data Card on back of this page.
(make copies for convenient future use)**