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 non-interrogative 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 **Public Safety 740-366-9237** 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 or the suspicious item.
3. **Call 740-366-9237 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 Public Safety, 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 below.

*(make copies for convenient future use)*
BOMB THREAT DATA CARD

Date & Time Received: _________/________  Received on Tele#: ____________________
Caller ID/ Data Info #:___________________

CIRCLE THE BEST RESPONSE(S)

Identity of Caller: M  F

Estimated Age: 12-18  19-29  30-39  40-60

Speech: Fast  Slow  Normal  Disguised  Stutter  Nasal  Other ____________________________

Voice Pitch: Loud  Soft  High  Low  Pleasant  Deep  Raspy  Intoxicated

Manner: Calm  Angry  Rational  Irrational  Coherent  Nervous  Emotional

Accent: None  Racial  Southern  New England  Foreign ________________________________

Background Noises: None  Office  Factory  Traffic  Music  Other

QUESTIONS TO ASK THE CALLER

Where is the bomb? ______________________

Which building is it in? Founders  Hopewell  Adena  LeFevre  North Classroom Building (NCB)  Warner  Reese  Facilities

When is it going to explode? _____________________________________________________________

What kind of bomb is it? ________________________________________________________________

What does it look like? _________________________________________________________________

What is your name? ___________________________________________________________________

Did YOU place the bomb? Yes  No  Other Response: _________________________________________

Why are you threatening the campus? _____________________________________________________

____________________________________________________________________________________

What were the caller’s exact words and demands, if any:
____________________________________________________________________________________

Keep the caller on the line as long as possible.

Report your call to Public Safety 740-366-9237 or a Senior administrator only. DO NOT evacuate until instructed to do so.