Bomb Threat Data Sheet

1. No bomb threat is to be ignored
2. Treat every bomb threat as a potential threat to human life
3. If possible, have co-worker call SECURITY 5682 or 5560
4. **DO NOT UPSET THE CALLER AND KEEP THEM ON THE PHONE**
5. Be aware of background noises and special voice characteristics (office machinery, music, tone of voice, male or female, nationality etc.)
6. Questions to ask the caller: Document information:
   - Where is the bomb (building and area)?
   - When is it going off?
   - What kind of bomb is it?
   - What does the bomb look like?
   - What will cause the bomb to explode?
   - Why did you place the bomb?
   - Where are you now (on campus/home)?
   - Are you a student, which program?
   - What is your name?
   - Where do you live?
7. Notify security 5682 and Vice President for Finance and Administration 5555.

Stay off the phone and **DO NOT PANIC**. You will be assisted immediately.

**DO NOT USE** cellular phones, two-way radios, or other such devices during bomb threats. Use regular telephones.