

BOMB THREAT

Telephone Threats Received in an Office

1. Obtain as much information as possible from the caller.
2. If another person is in the office, develop a signal to alert that person to listen in on the call.
3. After hanging up, take notes on what was said, their tone of voice, and any background noises.
4. Dial "911" or notify Campus Police immediately (325-2121).

Threats Received by Mail or E-mail

1. Do not throw away or delete any possible evidence.
2. Notify Campus Police immediately (325-2121).

