

RESPONDING TO THREATS:

A GUIDE FOR UNIVERSITY OF OREGON FACULTY & STAFF

THREATS WHILE ON CAMPUS

SUSPICIOUS PACKAGE

Do not open or disturb the package. Leave it in place.



Call UO Police Department at (541) 346 - 2919, then press "o"

THREATENING CALL

Record details of the call: threat made, time of call, background noise, and description of caller's voice.



Call UO Police Department at (541) 346 - 2919, then press "o"

THREATENING EMAIL

Do not delete the message.



Call UO Police Department at (541) 346 - 2919, then press "o"

ACTIVISTS / PROTESTERS

Follow these steps when you, coworkers, or others are directly targeted. These steps do not apply to protests or demonstrations that are not threatening in nature.

Secure yourself, such as in a locked office where a phone is available.



Call UO Police Department at (541) 346 - 2919, then press "o".

(Secure vital documents and equipment if possible.)

THREATS AT YOUR HOME

SUSPICIOUS PACKAGE

Do not open or disturb the package. Leave it in place.



Call 911 and follow police instructions. (Do not bring the package to campus)



If work related, call UO Police Department at (541) 346 - 2919, then press "o".

THREATENING CALL

Record details of the call: threat made, time of call, background noise, and description of caller's voice.



Call 911 with the info above. If work related, call UO Police Department after at (541)346 - 2919, then press "o".

THREATENINGEMAIL

Do not delete the message.



If work related, call UO Police Department at (541)346-2919, then press "o".

ACTIVISTS/PROTESTERS

(If they arrive while you're home.)
Ask the individuals to leave.



Call 911 then UO Police Department at (541) 346 - 2919, then press "o".

(If you arrive home to find them)

Do not stop.



Call 911 from another location. If expecting any guests, instruct them not to arrive.



Call UO Police Department at (541) 346 - 2919, then press "o".

Please follow these steps in response to emails and phone calls that pose a *direct threat to safety*. In all other cases you only need to contact the UO Police Department.

Potential signs of a suspicious letter or package:

- o Lopsided or uneven
- Excessive tape or string
- Addressed to title only
- Excessive postage
- o Restrictive stamps /marks (e.g. "Personal")
- Oily stains or discoloration
- Strange odor
- Misspelled words
- No return address
- Unexpected arrival



Safety and Risk Services 1260 University of Oregon Eugene, OR 97403 safety.uoregon.edu/safetysheets

Emergency Management alerts.uoregon.edu 541-346-8070

* This information is intended as a general tool for preparation. The appropriate response for any situation should be based on the circumstances of the moment, common sense, and personal judgment. Updated: 09/19