



## BEFORE

1. Ensure that staff and faculty members who regularly receive phone calls are familiar with bomb threat response procedures.

## DURING

1. Remain calm, stay on the phone for as long as possible.
2. Assume the threat is real and take the caller seriously.
3. Ask the following questions and take notes:
  - When is the bomb going to explode?
  - Where is it right now?
  - What kind of bomb is it? What does it look like?
  - Did you place the bomb where it is? Why?
  - Where are you? What is your name?
4. Note the following:
  - Number from which the call originated.
  - Gender, age, and ethnicity of the caller.
  - Distinctive characteristics of the callers voice - was it calm, angry, raspy, slurred, slow, excited, etc.?
  - Were there any background noises - street sounds, animals, static, music, PA system, other voices, etc.?
  - Write down the name of the recipient of the threat, the number called, date, time, and any other comments.
5. Avoid using cell phones, two-way radios, and other wireless communication devices to avoid triggering any possible device.
6. Alert a coworker to call the UOPD at 541-346-2919 on a land line, or call yourself if the caller hangs up.
7. Avoid using the phone that received the bomb threat so that law enforcement has a chance to trace the call.
8. If the bomb threat is a letter, voice-mail, or email, call the UOPD at 541-346-2919 immediately.

## AFTER

1. Follow instructions from emergency personnel. Be prepared to evacuate the building as directed. You will most likely not be able to reenter the building for a significant period of time.



Remain on the phone, stay calm.

**When will the bomb go off?**

**Where is it right now?**

**What does it look like? What type**

**Did you place the bomb? Why?**

**What do you notice about the caller's voice?**

Ask questions and take notes on what is said and what you notice about the call.



Call UOPD at 541-346-2919, or call 911.