

## Bomb Threat

If you receive a bomb threat by phone:

- Remain calm.
- Listen carefully.
- Do not interrupt the caller.
  - Try to keep the caller talking.
  - Keep the caller on the line as long as possible.
  - Do not anger the caller.
  - Write down exactly what the caller says and get as much detail as possible.
- Notify University Officials at EXT 34754.
- Do not erase threats if they are left on voice mail.
- Meet and cooperate with responding Police personnel.