

# Information Concerning Bomb Threats - By Telephone

Although not a common occurrence, the college does occasionally receive "Bomb Threats." The most common method of making a bomb threat is by telephone. Such calls are usually very brief and to the point.

A staff member or student worker answering a Bomb Threat call should look at the college telephone to see if an extension number or name is shown on the display feature. He or She should also listen carefully, remain calm, and try to gather as much information as possible. Information from the caller such as the time the bomb will explode, its location, and what it looks like are extremely important. Listen for background noises and the caller's manner of speech. This can assist in identifying the caller or the place from which the call was made. The details of the call should be written down and forwarded to the proper personnel. The following insert page may help to document this call.

## EMERGENCY TELEPHONES

College Safety: 53535 or 623.845.3535