

WHAT TO DO

1. Remain calm and listen carefully. If possible, keep the caller talking and try to find out the location of the bomb and the time it is set to explode. The BOMB THREAT INSERT may help to document this information.
2. Notify College Safety at 53535 as soon as the caller hangs up. Write down what you can remember concerning the call and provide College Safety with that information.
3. Be available for an interview by the responding College Safety Officer.
4. Assist College Safety personnel in a search and/or evacuation of the threatened area, if requested to do so.
5. DO NOT shut off lights, close doors or windows as you leave the area. Such actions may trigger an explosion.

BOMB THREAT — BY TELEPHONE