**Bomb Threat**

**If you receive a threat by phone**

- Remain calm and obtain as much information as possible from the caller. Try to keep the caller on the phone and record every word. Use the Checklist at the bottom.
- After the call, notify the University Police or call 9-1-1.

**If you receive a threat by email, text, social media post, or written letter**

- Handle the written letter as little as possible and call University Police.
- If the threat is an electronic message (e.g., email, text message, or social media post) do not open any **EXE** files or other links, pictures, or programs that may have been sent with the message. Do not delete the message, and call University Police. Law enforcement officials may want to view and investigate the message.
- Delete the message only after reporting the threat and when directed to do so by a law enforcement official and/or the University’s Information Security Officer.
# TELEPHONE CHECKLIST FOR BOMB THREATS

**LISTEN CAREFULLY AND REMAIN CALM**

**CALL RECEIVED BY:**

**DATE:** ________________ **TIME OF CALL:** ________________ AM / PM

**WHEN WILL IT GO OFF?**

**WHERE IS IT LOCATED?**

**WHAT DOES IT LOOK LIKE?**

**WHY ARE YOU DOING THIS?**

**WHO ARE YOU?**

**EXACT STATEMENT OF THREAT**

**CALLER IDENTIFICATION:**

**VOICE CHARACTERISTICS:**

**SPEECH CHARACTERISTICS:**

**LANGUAGE:**

**ACCENT:**

**BACKGROUND NOISES:**

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