**Telephone & Email Threats**

Bomb and terrorist threats are normally just that—threats. However, each situation should be considered individually. In the event of such a threat, remain calm. Gather as much pertinent information as you can to assist the Security Office and the Police Department Bomb Unit in evaluating the risk level of the caller. Use the Bomb Threat Telephone Checklist on the following pages to obtain information from the caller or to document what you remember was stated if the caller hangs up.

 Immediate Actions:

Call 9-911 and give the dispatcher the following information:

1. Nature of the threat or emergency state:

 - Exact threat statement of caller:

 - Time parameters stated by caller:

2. Location of the situation:

 - Exact building address of the threat:

 - Room number, floor number of the threat:

 - Your exact location (building address, room, and floor number):

 - Your telephone number:

3. Notify your supervisor or university management immediately:

 - Provide the same information as given to the Emergency Communication Center dispatcher.

 - Do not touch any suspicious objects.

 - Do not evacuate unless instructed by proper authorities.

 **Bomb Threat Checklist**

If you receive a bomb threat, remain calm. Have a prearranged signal alerting your supervisor to pick up the phone and monitor the call. If possible, record the message. Inform the caller that the bomb may injure innocent people.

Obtain as much of the following information as possible:

- Where is the bomb? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- When (what time) is the bomb set to go off? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- What does the bomb look like? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- What kind of package or box? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- What kind of bomb is it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- What will cause the bomb to explode? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Why did you set the bomb? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Exact wording of the call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- See and complete questions on the RU Ready? web page.

Number at which call was received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of call: \_\_\_\_\_\_\_\_\_\_

Length of call: \_\_\_\_\_\_\_\_\_\_

Date of call: \_\_\_\_\_\_\_\_\_\_\_

Call immediately reported to:

- To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person receiving call:

- Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Signature of person receiving call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email completed form to:

- nathaniel.williams@metrostate.edu

- security@metrostate.edu

- nancy.tindall@metrostate.edu

Call Nathaniel Williams (Security Director) after submitting the form at:

651-793-1725