

It is possible, although highly unlikely, that a campus employee may someday receive a threatening telephone call or letter or might receive a suspicious parcel or discover a suspicious object somewhere on the premises.

If you receive a telephone THREAT:

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information.
3. Using the **Bomb Threat Data Card** (see reverse), question the caller in a polite and non-interrogative manner. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about a device, the validity of the threat, or the identity of the caller. Do not discuss the threat with other staff members.
4. Upon completion of the call, **call Public Safety 740-366-9237** immediately and complete the Bomb Threat data card as soon as possible while the incident is fresh in your memory.
5. If a threat has been received by another individual, and he/she is relaying this information to you, use the Bomb Threat data card to ascertain as much information from them as possible.

If you receive a written threat or a suspicious parcel, or if you find a suspicious object anywhere on the premises:

1. Keep anyone from handling or going near the suspicious object.
2. Do not use portable radio equipment within 100 feet of the suspicious item.
3. **Call 740-366-9237 IMMEDIATELY.**
4. Promptly write down everything you can remember about receiving the letter or parcel or finding the object. The information will be needed by police.
5. Remain calm. Do not discuss the threat with other staff members.
6. Comply with Public Safety, sheriff or police instructions.
7. Planning includes being familiar with appearance of suspicious packages.

A suspicious item is defined as anything which is out of place and cannot be accounted for or any item suspected of being an explosive device.

See the Bomb Threat Data Card below.

(make copies for convenient future use)

BOMB THREAT DATA CARD

Date & Time Received: _____ / _____ Received on Tele#: _____

Caller ID/ Data Info #: _____

CIRCLE THE BEST RESPONSE(S)

Identity of Caller: M F **Estimated Age:** 12-18 19-29 30-39 40-60

Speech: Fast Slow Normal Disguised Stutter Nasal Other _____

Voice Pitch: Loud Soft High Low Pleasant Deep Raspy Intoxicated

Manner: Calm Angry Rational Irrational Coherent Nervous Emotional

Accent: None Racial Southern New England Foreign _____

Background Noises: None Office Factory Traffic Music Other

QUESTIONS TO ASK THE CALLER

Where is the bomb? _____

Which building is it in? Founders Hopewell Adena LeFevre North Classroom Building (NCB) Warner Reese Facilities

When is it going to explode? _____

What kind of bomb is it? _____

What does it look like? _____

What is your name? _____

Did YOU place the bomb? Yes No Other Response: _____

Why are you threatening the campus? _____

What were the caller's exact words and demands, if any:

Keep the caller on the line as long as possible.

Report your call to Public Safety 740-366-9237 or a Senior administrator only. DO NOT evacuate until instructed to do so.