All bomb threats are taken seriously until proven otherwise. In the event a bomb threat is received by any means, follow the below procedures. Contact University Police (346-3456) or 911 immediately after the call.

**In-Person:** Sometime people make threatening comments out of frustration or as a joke. Contact University Police with the details of what was said for follow-up. Note the date, time, location and exact quotes if possible.

**Written Message:** Contact University Police. If written on a wall, do not erase or destroy. Written note or letter: save for police, handle as little as possible. Photograph if possible.

**Email or Text:** Contact University Police. Do not delete. Do not turn off computer or device. Take a screen shot or photograph if possible.

**Phone:** Remain calm, do not hang up. Try to keep caller talking to learn more information. Ask questions on this checklist. Document caller ID information. Contact University Police (#3456) or 911 immediately after the call.

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**DATE:**  
**TIME:**  
**Receivers Name:**  

**PHONE # that received call:**  
**PHONE # that placed call:**  

**Callers Name (if known):**  

**Where is the Bomb located:**  
**When is the bomb going to explode:**  
**What does it look like:**  
**What kind of bomb is it:**  
**What will cause it to explode:**  
**Did you place the bomb:**  
**Why:**  
**What is your name:**  
**What is your address:**  

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**Estimate: Age**  
**Sex**  
**Race**  

**Location:**  

**Background noises? (street, people, animals, music):**  

**Callers Voice:**  (calm, nervous, angry, accent, whisper)  

**Does voice sound familiar:**  

**Threat Language (well spoken, incoherent, read, recorded):**  

**Length of Call:**  

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**Additional Information:**