Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:
1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact UPD immediately with information and await instructions.

<table>
<thead>
<tr>
<th>Date: __________________</th>
<th>Time: __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Caller Hung Up:</td>
<td>Phone Number Where Call Received: __________________</td>
</tr>
</tbody>
</table>

Ask Caller:
- Where is the bomb located? (Building, Floor, Room, etc.)
- When will it go off? __________________
- What does it look like? __________________
- What kind of bomb is it? __________________
- What will make it explode? __________________
- Did you place the bomb? Yes No
- Why? __________________
- What is your name? __________________

Exact Words of Threat:

Information About Caller:
- Where is the caller located? (Background and level of noise)
- Estimated age: __________________
- Is voice familiar? If so, who does it sound like? __________________
- Other points: __________________

Signs of a suspicious package:
- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT
University Police Services
- (702) 895-3669 (from a cell phone)
- 7-911 (from a campus phone)
- Follow your evacuation procedures, if directed

OTHER INFORMATION:

CALL PROCEDURES

- Call (702) 895-3669
- Handle note as minimally as possible.

- Call (702) 895-3669
- Do not delete the message.

Call (702) 895-3669
Follow your evacuation procedures, if directed

EMERGENCY RESPONSE GUIDE