

# Bomb Threats and Suspicious Packages on Campus

## Your Safety Matters

### Bomb Threats

Understand the steps to take if you receive a written or telephone threat related to the detonation of a bomb or other device.

All bomb threats must be taken seriously and carefully analyzed. The threat should be treated as genuine until investigated and a search of the campus has been completed. The decision to evacuate a building will be made by campus security and senior college administrators.

### What To Do

- If you receive a bomb threat, act quickly and notify the campus police immediately. Do not use radios, pagers, or cell phones, as they can trigger an explosive device.

### Written Threats

1. **Do not touch or move the letter.** Keep others from handling it or going near it so it's not altered or destroyed.
2. **Call Campus Police.** 281.425.6888 or 911, depending on the situation.
3. **State your location and report the information from the threat.** Stay on the phone until released by the dispatcher.



**Telephone**

## **Threats**

1. **Do not hang up.** Remain calm and keep the caller on the line as long as possible.
2. **Listen carefully.** Obtain as much information as possible. Ask questions such as:
  - When is the bomb going to explode?
  - Where is the bomb right now?
  - What kind of bomb is it?
  - What does it look like?
  - What will cause it to explode?
  - Where did you place the bomb?
  - What is your name?
3. **Take notes about the call and caller:**
  - Identity: Age range, male or female
  - Voice and speech
  - Background noise
  - Mood
  - Time of call
  - Exact words
  - Phone number or caller ID
4. **Call or have someone contact Campus Security at 281.425.6888 or call 911.** State your location and report the threat information.

# Suspicious Packages

## What To Do

If you see a suspicious item or package do not move it or interfere with it in any way. Move away from the device immediately; contact **Campus Security** at 281.425.6888 or **call 911**. The person finding the device must remain on hand to brief the campus police or law enforcement personnel of the exact location and description.

## Do Not

- Cover, insulate, or place the package in a cabinet or drawer.
- Investigate on your own.
- Shake or bump the package.

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