

Bomb Threats and Suspicious Mail

Report any threatening phone calls, mailed threats, or suspicious packages immediately to the University Police Department at 911.

Bomb Threats

Get as much information as possible.

- Attempt to **learn the location where the bomb is** now or is going to be planted.
- Try to **listen for information** about the caller.
 - **Listen for gender, accent, and any other details**
 - **Note any background noise** that may indicate the location of the caller.
- Write down the **time of the call, phone number** where it came in, and **who took the call**.
- Make **note of the phone number** used to call you **if your phone has caller identification**.

Report threat to police

- **Call 911** and report the threat and details to police
- **Follow instruction** provided by police.
- **Report the call to your supervisor**.

Suspicious Packages

Look For These Signs:

- **No return address.**
- Sealed with **tape**, especially if **excessive amount**.
- **Marked “Personal” or “Confidential”**.
- Incorrect or **misspelled address**.
- **Oily stains, discolorations**, or crystals on the wrapper.
- Strange **odors**.
- **Odd weight or size**.

If You Receive a Suspicious Package:

- **Don’t touch** or move it.
- **Isolate the package** and **call 911** to ask for advice.
- **Evacuate the area**.
- **Follow instructions** provided by police.