

Bomb Threat

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call Campus Police.

1. Any person receiving a telephone call bomb threat should follow the bomb threat guide to obtain as much information as possible. Print the guide and keep near a telephone for easy access. It is understandable that all questions may not be answered but try to obtain as much information as possible.
2. The Campus Police Department, in conjunction with others, will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Campus Police. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.
3. Upon notification of a bomb threat, notify Campus Police and walk quickly to the nearest marked exit and alert others to do the same.
4. Guide students. **DO NOT USE ELEVATORS. USE STAIRWAYS.**
5. Once outside, move to a clear area away from the affected buildings(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
6. If requested, assist emergency crews, as necessary.