

## If a Threat is received by Phone, Take the Following Actions

Listen and Record as much information as possible.

- If your phone has a display, copy the number or letters on the window display \_\_\_\_\_
- What is nature of threat \_\_\_\_\_ BOMB, SHOOTER, HOSTAGE
- What Building? \_\_\_\_\_
- What floor? \_\_\_\_\_
- What part of the building; north, south, etc.? \_\_\_\_\_
- Type of device (if a bomb threat). \_\_\_\_\_
- Detonation time (if a bomb threat). \_\_\_\_\_
- Description of the device or person. \_\_\_\_\_

It is crucial that you note the following information. These small details could very well be the ones that will save a life and bring a safe and successful conclusion to the hazard.

1.) Gender of caller. \_\_\_\_\_

2.) Accents. \_\_\_\_\_

3.) Background noise. \_\_\_\_\_

4.) Speech pattern. \_\_\_\_\_

5.) Time of call \_\_\_\_\_

6.) Age of caller \_\_\_\_\_

- Immediately upon disconnection call 911
- Call Campus Police at 4545 or 409-740-4545 , 409-771-5185 (after hours) and relay that information to the Campus Police
- Contact your Supervisor