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 or 9-911 from campus phone
- 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