If a bomb threat is received by telephone, the caller should be kept on the line as long as possible by asking pertinent questions. The Bomb Threat Assessment Sheet should be filled out to the fullest extent possible while talking to the caller. The Campus Police Department should be notified immediately.

No one should handle a suspicious object (letter, package, etc). Only qualified experts shall approach or handle a suspicious object or device. The immediate area should be evacuated and a guard posted to ensure that no one inadvertently enters the area and/or handles the suspicious object. The Campus Police Department should be notified immediately.

When evacuating for a bomb threat, portable radios should not be used.

The searchers for a bomb should pay particular notice to elevators, classrooms, locker rooms, rest rooms, ceiling areas, crawl spaces, utility fixtures, electrical breaker panels, stairwells, mechanical rooms/custodial closets, and trash containers.