

SUSPICIOUS PACKAGE

If you find or open a suspicious letter, box, or container:

- ⇒ DO NOT handle the package. Move away and call campus police if you feel threatened.
- ⇒ If you have opened a suspicious package or letter:
 - Call Campus Police
 - Leave the package or envelope in place and move away slowly.
 - Leave the room slowly, notifying others to leave the room also, closing doors behind you as you go.
 - Notify others in the building to evacuate.
- ⇒ DO NOT operate any power switches.
- ⇒ DO NOT use two-way radios or cell phone; radio signals have the potential to detonate a bomb.
- ⇒ DO NOT activate the fire alarm.
- ⇒ DO NOT allow reentry into the area or office where the package is located.
- ⇒ Follow all instructions from Campus Police or other recognized authorities.

IF YOU... SEE SOMETHING SAY SOMETHING

This emergency action plan cannot cover every possible situation that might occur. Nevertheless, it is a training tool that can reduce the number of injuries or deaths if put into as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.



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Seminole
State College

Emergency
Preparedness
Guide

BOMB THREAT

OR SUSPICIOUS PACKAGE

**BOMB THREAT
VIA TELEPHONE**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist in this pamphlet. If you receive a bomb threat over the telephone, take these actions:

- 1** Stay calm. Pay close attention to details.
- 2** Take Notes.
- 3** Write a note asking a co-worker or another person to call 911 using another phone.
- 4** If your phone has a display, copy the numbers and/or letters on the screen display.
- 5** Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
- 6** Listen for any background noises, voice inflection or accents, and anything else that might help determine the origin of the call.

BOMB THREAT CHECKLIST

Date: _____ Time: _____

Time Caller Hung Up: _____

ASK CALLER

Where is the bomb?(Building, Floor, Room, etc.)

When will it go off? _____

What does it look like? _____

What kind of bomb is it? _____

What will make it explode? _____

Did you place the bomb? YES NO

Why? _____

What is your name? _____

EXACT WORDS OF THREAT

Fill out this form IMMEDIATELY after receiving threat. Write down as much as you can remember. Try to get exact words.

Phone number(extension) where call was received:

INFORMATION ABOUT CALLER

Where is the caller located? (Background and level of noise)

Estimated age of caller: _____

Is voice familiar? If so, who does it sound like?

Other information: _____

Callers voice: Circle any of the below descriptive characteristics.

- | | | |
|-----------------|---------------|---------|
| Accent | Distinct | Ragged |
| Angry | Excited | Rapid |
| Calm | FEMALE | Raspy |
| Clearing Throat | Laughter | Slow |
| Coughing | Lisp | Slurred |
| Cracking voice | Loud | Soft |
| Crying | MALE | Stutter |
| Deep Breathing | | Nasal |
| Disguised | Normal | |

Background Sounds:

- | | |
|--------------|------------------|
| Animals | Motor |
| House Noises | Clear |
| Kitchen | Static |
| Street | Office Machines |
| Booth | Factory Machines |
| PA System | Conversation |
| Music | |

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Any Other Details:

***Every Detail Matters**