Bomb threats can arrive in various manners. You could receive a phone call at your desk, open a letter or package and find a threatening document, receive an email, or have a verbal threat given to you.

There are two reasons a bomb threat is made:
- The caller has knowledge of the device and wants to minimize injury or property damage
- The caller wants to create a general alarm or panic, which will disrupt normal activities

As the receiver of a bomb threat, you will not know the sender’s intent, so treat every threat as if it were real.

**WHAT TO DO IF YOU RECEIVE THE THREAT:**

1. Remain calm and alert others nearby that you need assistance.
2. If you received a letter or email, save all material received and call Public Safety at (541-737-7000)
3. If you receive a threatening phone call, DO NOT HANG UP!
   a. Keep the caller on the phone as long as possible.
   b. Get detailed information from the caller (use Bomb Threat Checklist).
   c. Look at telephone display and write down the number.
4. Have someone call OSU Public Safety (541-737-7000) from a separate phone.
   a. Give your name, location and telephone number.
   b. Include any information you may have as to the location of the bomb, time it is set to detonate, and the time you received the call.
5. Do not hang up until the dispatcher releases you from the conversation or if you feel threatened to remain on the phone in your current location.

**WHAT TO DO IF YOU FIND SOMETHING**

1. Do not touch or tamper with the object
2. Evacuate the immediate area
   a. Look for other objects as you depart
   b. Look around evacuation area for other suspicious objects
   c. Evacuate others in the vicinity
3. Do not use cellular or radio communication within 100 feet of the device
4. Call OSU Public Safety (541-737-7000) to report the suspicious object
5. DO NOT take or move object to the police. Call the police to come to you!
6. Be prepared to move farther away, if so directed by law enforcement

**SUSPICIOUS INDICATORS**

Suspicious indicators are based upon the prevailing and/or communicated threat, placement and proximity of the item to people and valuable assets, and more tangible aspects to include, but not limited to: unexplainable wires or electronics, other visible bomb-like components, unusual sounds, vapors, mists, or odors.

**Making a false bomb threat is a federal offense punishable under United States Code 18-844e, with a penalty of up to ten years in prison, $250,000 fine, or both. This penalty also applies to juvenile offenders.**