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. Inform the dispatcher of the situation.
   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.

**SUSPICIOUS OBJECTS & BOMB**

**BOMB THREATS**

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**WHAT TO DO IF YOU RECIEVE 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.
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