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| **BOMB THREAT PROCEDURES** |

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 on the reverse of this card.

**If a bomb threat is received by phone:**

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If your phone has a display, copy the number and/or letters on the window display/Caller ID.
5. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself from a different phone.
6. During the call or as soon as possible afterwards, complete the Bomb Threat Checklist (reverse side). Write down as much detail as you can remember. Try to get exact words.
7. Upon termination of the call, do not hang up the phone, but from a different phone, contact OSU Public Safety immediately with information and await instructions.

**If a bomb threat is received by handwritten note:**

* Call OSU Public Safety (541-737-7000)
* Handle note as minimally as possible.

**If a bomb threat is received by email:**

* Call OSU Public Safety (541-737-7000)
* Do not delete the message.

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| **Suspicious Package** | |
| **Signs of a suspicious package:** | |
| * No return address * Excessive postage * Stains * Strange odor * Strange sounds * Unexpected delivery | * Poorly handwritten * Misspelled words * Incorrect titles * Foreign postage * Restrictive notes |

**Suspicious Package Response Procedures:**

* DO NOT Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
* DO NOT Evacuate the building until police arrive and evaluate the threat.
* DO NOT Activate the fire alarm.
* DO NOT Touch or move a suspicious package

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| **WHO TO CONTACT**   * **OSU Public Safety (541) 737-7000** | | | | | | | |
| **BOMB THREAT CHECKLIST** | | | | | | | |
| **Date/Time:** |  |  | | **Caller ID:** |  | | |
|  | | | | | | | |
| **Time Caller** | | **Phone Number Where:** | | | | | |
| **Hung Up:** |  | | **Call Received:** | | |  | |

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| **Ask Caller:** | |
| * Where is the bomb located? (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? |  |

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| **Exact Words of Threat:** |

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| **Information About Caller:** |

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| * Where is the caller located? (Background and level of noise) | | |
| * Estimated age: | | |
| * Is voice familiar? If so, who does it sound like? | | |
| * Other points: | | |
| **Caller’s Voice** | | **Background Sounds:** | **Threat Language:** | |
| * Accent * Angry * Calm * Clearing throat * Coughing * Cracking voice * Crying * Deep * Deep breathing * Disguised * Distinct * Excited * **Female** * Laughter * Lisp * Loud * **Male** * Nasal * Normal * Ragged * Rapid * Raspy * Slow * Slurred * Soft * Stutter | | * Animal Noises * House Noises * Kitchen Noises * Street Noises * Booth * PA system * Conversation * Music * Motor * Clear * Static * Office machinery * Factory machinery * Local * Long distance   **Other Information:** | * Incoherent * Message read * Taped * Irrational * Profane * Well-spoken | |