

HELPFUL INFORMATION

STAY CALM!

DO: -Call your supervisor and advise them of the situation.

-Mark the area near suspicious object(s) and warn others.
Remember, do not touch anything that looks suspicious.

DON'T: -Activate the fire alarm or begin evacuating the building. An **explosive device may be activated** by the fire alarm. Wait for the arrival of Police Officers.

-Tie up your phone with unnecessary calls, emergency personnel may try to contact you.

Phone Numbers

		<u>Office</u>	<u>Home</u>
Provost	Larry Gould	4241	625-4874
VP, Admin & Finance	Mike Barnett	4251	623-4745
VP, Student Affairs	Herb Songer	4277	628-6508
Student Affairs	Shana Meyer	5824	
Student Affairs	Joey Linn	4222	628-6062
Physical Plant		4424	
Dean, of Arts & Sciences	Paul Faber	4234	628-8817
Dean, Business & Leadership	Steve Williams	5339	628-2924
Dean, Distance Learning	Cindy Elliott	4291	628-3827
Dean, Education & Technology	Debbie Mercer	5866	650-0869
Dean, Graduate Studies	Steven Trout	4236	625-1779
Dean, Health & Life Sciences	Jeff Briggs	4200	628-0796
Director, Residential Life	Carol Hackerott	4245	625-5221
Director, Memorial Union	Bill Smriga	5305	623-4740
University Police Director	Ed Howell	5304	625-7130
Hays Police Department		911	or 625-1011

Supervisor's Name _____

Work # _____ Home # _____

REMAIN CALM

FHSU BOMB THREAT CHECKLIST

Stay calm and complete the following checklist as much as the situation and time allows. Remember, stay calm and alert to how the caller speaks and background noises. Try to keep the caller talking as long as possible.

Without alerting the caller, attract the **attention of a co-worker** if one is present and have them **call** the University Police at **5304**, after hours call **911**. Call received on phone number _____

Ask: **Where is the bomb located?** _____

What type package is it in? _____

When will it detonate? _____

Which building? _____

Which floor? _____

Which room? _____

Caller's exact words: _____

Ask: **Why are you doing this?** _____

Ask: **Your name and number please?**

Record your perception of the caller: sex, nationality, grammar, estimate age, any speech impediments, unusual phrases, is the caller intoxicated, etc. _____

Background noises, music, yelling, street sounds, people talking, anyone calling any names, trains, etc. _____

Name of person receiving the call _____

Time call ends _____ Date _____

As soon as the caller hangs up, **Do Not** hang up your phone. **Call** the University Police at **5304 from another phone** if you were unable to have someone call earlier. **Phone calls can be traced!** **Leave** the phone off the hook and complete the checklist while events are fresh in you mind. All details are important no matter how small they appear.

COMPLETE THE CHECKLIST AND DO NOTHING UNTIL THE POLICE ARRIVE!