

# 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.

**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 your mind. All details are important no matter how small they appear.

**COMPLETE THE CHECKLIST AND DO NOTHING UNTIL THE POLICE ARRIVE!**