



Immediately after receiving the call notify the University Police at 9-1-1 from any campus phone and report the incident.

Meet with responding officers to provide any additional information or answer any questions they may have regarding the phone call.

## **Suspicious packages**

Whenever faculty, staff, or a student discover a suspicious package or object the following guidelines should be followed:

Immediately report the item to the University Police at 9-1-1 from a campus phone.

***Under no circumstances should the package be touched, moved, or tampered with by anyone other than a specially trained emergency responder.***

Refrain from using cell phones or portable radios within 1000 feet of a suspected device. The Radio Frequency emitted could be enough to detonate an explosive device should one be present.

Meet with responding officers to provide any additional information or answer any questions they may have regarding the device.

Any evacuation ordered due to a bomb threat is ***mandatory***. All inhabitants of the area being evacuated will *immediately* move towards a safe exit and remain outside the area until it is deemed safe to enter.

If an actual explosion occurs see Explosions for further information.

For more information on recognition of suspicious packages see Terrorism

## **University Administration / University Police**

The University Police are responsible for determining the credibility of any bomb threat. All actions taken will be based on the credibility of the threat coupled with the evidence on hand at the time of the incident.

The University Police will utilize a three level response model when responding to any bomb threat. Each level is designed to provide measured and appropriate actions, which maximize the safety of people while minimizing the disruption to the campus community

The University Police will be responsible for completing all required reports, assist in or perform a full criminal investigation into the incident, as well as notify the appropriate University Administrators of the incident.

Upon receipt of, and confirmation of, a credible bomb threat the University Police Chief or his/her