



BOMB THREAT GUIDE

IF A BOMB THREAT IS RECEIVED BY PHONE

In response to a bomb threat, employees should consider the following actions:

- Be calm, courteous, and do not interrupt the caller.
- Keep the caller on the phone as long as possible and do not hang up.
- Signal to someone near you to alert a supervisor.
- Write down everything the caller tells you.
- Ask the caller as many questions as possible. Refer to page 2, the *Bomb Threat Phone Record form*, to record any impressions from the call (tone of voice, background noise).
- Immediately notify UT Police of the bomb threat by dialing 713-792-2890 or call 911.**

IF A BOMB THREAT IS RECEIVED BY EMAIL

- Immediately notify UT Police of the bomb threat by dialing 713-792-2890 or call 911.**
- Print a copy of the email for UT Police.
- Do not forward the message.
- Do not delete the message.

IF A BOMB THREAT IS RECEIVED BY WRITTEN NOTE

- Immediately notify UT Police of the bomb threat by dialing 713-792-2890 or call 911.**
- If possible, do not touch the note. Handle the note as minimally as possible and do not discard the note.

IF A BOMB IS SEEN/RECEIVED ON CAMPUS

- If you find a device or suspicious package, DO NOT move or touch the device or package.** If possible, alert others in your area, immediately secure your area, retreat and leave the area to a safe location, and notify UT Police of its location and description.
- Immediately notify UT Police of the bomb threat by dialing 713-792-2890 or call 911.**

IF AN EVACUATION IS ACTIVATED BY EMERGENCY RESPONSE PERSONNEL

- Await instructions from authorities.
- If an evacuation is activated by emergency response personnel, remove patients, visitors and employees from immediate danger as instructed by UT Police to designated areas.
- Account for the people and patients under your direct supervision who were evacuated and verify that everyone has left the affected area(s) as instructed by UT Police.
- When evacuating patients, ensure the following are accounted for:
 - Tracking records
 - Personal items
 - Identification bracelet
 - Medical records
 - Family and visitors



THE UNIVERSITY OF TEXAS
POLICE AT HOUSTON

BOMB THREAT PHONE RECORD FORM

In case of bomb threat, provide the original of this form to the University of Texas Police at Houston.

Log Call

Date reported: _____
Time reported: _____
How reported: _____
Exact words of caller: _____

Ask Questions

When is the bomb going to explode? _____
Where is the bomb right now? _____
What kind of bomb is it? _____
What does it look like? _____
Why did you place the bomb? _____
Where are you calling from? _____
What is your name? _____

Identify Characteristics

Description of caller's voice: _____
 Male Female Young Middle-aged
 Old Accent

Tone of voice: _____
 Intoxicated Speech Problem Hostile

Background noise? _____
Time caller hung up: _____
Remarks: _____

Recipient/Call-taker

Name of recipient: _____
Address of recipient: _____
Phone number of recipient: _____