

Bomb Threat

If you receive a bomb threat by telephone, try to remain calm and obtain as much information as possible from the caller. Try to write down the exact words and time of the call.

Ask for and try to obtain the following information:

- When is it going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? •Why?
- What is your name and address? (Check to see if the caller's phone number or location is displayed on your phone.)

Write down information about the call:

- Was this a man's voice or a woman's?
- Approximate age?
- Unusual speech traits?
- Tone of voice and attitude?
- Foreign or regional accent?
- Diction?
- Background noise?

If the threat was delivered or left in your area, try to recall a description of the deliverer or any suspicious person(s) in the area.

- Immediately notify Cornell Police by calling 911 (or 255-1111 from a cell phone) or using a Blue Light phone.
- Report the time, location and content of the threat, as well as your location and phone number. Stay on the line with the 911 dispatcher until the 911 dispatcher terminates the phone call.
- Take no other action unless directed by Cornell Police. Do not create a panic situation.
- Take a quick visual look around your area for any suspicious object(s). Do not touch or move the object.
- If you are told to evacuate the area, take your notes about the call with you.
- Follow your department's evacuation and assembly procedures.