Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:
1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be Polite and show interest.
3. Try to keep the caller talking to learn more information
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact Adelphi University Department of Public Safety immediately by dialing “5” with information and await instructions.

If a bomb threat is received by handwritten note:
- Call Public Safety by dialing “5” from any Campus Phone
- Handle note as minimally as possible

If a bomb threat is received by email:
- Call Public Safety by dialing “5” from any Campus Phone
- Do not delete the message.

Signs of a suspicious package:
- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:
- DO NOT Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- DO NOT Evacuate the building until police arrive and evaluate the threat.
- DO NOT Activate the fire alarm.
- DO NOT Touch or move a suspicious package.

BOMB THREAT CHECKLIST

Place this card under your phone.

Ask Caller:
- Where is the bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb?
- Why?
- What is your name?
- Where are you calling from?
- What is the Phone Number?
- What is your Address?

Exact Words of Threat:

Information About Caller:
- Where is the caller located? (Background & Level of noise)
- Estimated Age
- Is voice familiar? If so, who does it sound like?