



THE UNIVERSITY OF TEXAS  
POLICE AT HOUSTON

## 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 Call Checklist 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 at Houston.
- Do not delete the message.

### 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.** Immediately retreat, 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

- Remove patients, visitors and employees from immediate danger as instructed by UT Police.
- 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: \_\_\_\_\_