



BOMB THREAT

UTSI Faculty, Staff, & Students

In the event of a bomb threat:

Follow these guidelines

- Bomb threats usually occur by telephone.
- Try to keep the caller on the line as long as possible.
- Try to stay calm and obtain as much information as possible by using the checklist from the CISA; [2.5 Bomb Threat Procedure Checklist 2020 Office Printer 8-4-20 \(cisa.gov\)](#).
- Contact the Safety Office, 393-7208, immediately and provide any information you were able to obtain from the caller, as well as, what time you received the call and where you are calling from.
- Inform your supervisor or department head.
- The police will be responsible for building evacuation.
- If you are instructed by UTSI Administration or a law enforcement officer to evacuate the building, move to a safe distance away from the building.
- Do not re-enter the building until told that it is safe to do so by Emergency Response Personnel.
- If you should see a suspicious object or package, report it to the Safety Office, 393-7208.
- **DO NOT TOUCH THE OBJECT OR PACKAGE OR MOVE IT IN ANY WAY!**