

BOMB THREATS

- Bomb threats are usually received by telephone.
- The person receiving a bomb threat should remain calm and attempt to obtain as much information as possible from the caller by using the "TELEPHONE THREAT" listed below.
- Call the Sheriff's Department ext. 3611 (from your mobile phone dial 213-763-3611). Give your name, location and telephone number. Inform the dispatcher of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and time when you received the call.
- Inform your supervisor and/or department head.

1. Suspicious Object or Package

In the event a suspicious object or potential bomb is observed on campus, do not handle the object. Immediately clear the area and call the college sheriff office at ext. 3611 (from your mobile phone dial 213-763-3611)

2. Evacuation of the area

- A. If instructed to evacuate, move a safe distance away from the building.
- B. If inclement weather conditions exist, move to another building a safe distance away.
- C. Do not return to an evacuated building unless instructed to do so by emergency personnel.

TELEPHONE THREAT

1. ATTEMPT TO KEEP THE CALLER TALKING IN ORDER TO GET THE FOLLOWING:

- When will the device explode?
- Where is the device located?
- What does the device look like?
- What kind of incendiary device is the bomb?
- Did the caller place the device?
- Why did the caller place the device?

2. ATTEMPT TO DETERMINE AND RECORD THE FOLLOWING:

- Caller's speech pattern or accent
- Background noises, caller's name or address from which call being made
- Caller's age and sex
- Caller's emotional state
- Date and time of call

3. IMMEDIATELY CONTACT COLLEGE SHERIFF Ext: **3611 (from your mobile phone dial 213-763-3611)**