VIII. Bomb Threat/ Suspicious Package

If You Observe a Suspicious Object or Potential Bomb

- Remain calm.
- Do not touch the object.
- Secure the immediate area around the object to prevent other persons from touching the object.
- Evacuate the area immediately.
- Notify the Department of Public Safety at (212) 854-5555 or campus phone extension 4-5555.

If You Receive a Bomb Threat by Phone

- Remain calm.
- If your phone has caller ID, record the number displayed.
- Try to keep the caller on the line long enough to complete the Bomb Threat Checklist available on the next page. If a Bomb Threat Checklist is not available, try to obtain the following information:
  A.) When is the bomb going to explode?
  B.) Where is the bomb located?
  C.) What does the bomb look like?
  D.) What type of bomb is it?
  E.) Why was the bomb placed?
- Try to record the exact words spoken by the caller
- Make note of the caller’s voice, language, and any background noise.
- Call the Department of Public Safety at (212) 854-5555 or campus phone extension 4-5555.

If There is an Explosion

- Take cover under sturdy furniture, or leave the building if directed to do so by Public Safety staff.
- Stay away from windows. Do not light matches. Do not turn light switches on or off.
- Move well away from the site of the hazard (if known) to a safe location. Leave doors and windows open. Use stairs; do not use elevators.
- Call the Department of Public Safety at (212) 854-5555 or campus phone extension 4-5555.

If you Receive a Suspicious Package by Mail

Stop immediately! Do not open items further. Do not move items or place items in water. Do not shake or empty contents.

Notify the Department of Public Safety at (212) 854-5555 or campus phone extension 4-5555.

Isolate the package, and evacuate the area.

Wash your hands with soap and water.

Meet responding Public Safety staff; provide them with specific info about the package, and names of any persons who came in contact with the package.