



Bomb Threats and Suspicious Packages

In most cases bomb threats will be received by telephone. University Police will determine if evacuation or other action is necessary.

Suspicious packages can come in all shapes and sizes. In general terms, a suspicious package is any bag, box, backpack, package or other item left unattended or that otherwise seems out of place. For example, a package on a mailroom counter is not necessarily suspicious. But place that same unattended package on a train station platform, it becomes suspicious.

Before an Incident Occurs

- Review the [Bomb Threat Checklist \(PDF\)](#) and be familiar with it

If You Receive a Bomb Threat

What to Focus on

- What is the exact time you received the threat,
- Listen carefully to the caller's voice,
- Write down the caller's exact words,
- Listen for background noises,
- What time did the caller hang up,

What Questions to ask the caller

- The exact location of the device/bomb?
- The time of the detonation?
- The type of device? What kind of bomb is it?
- Who is calling?
- Why are they threatening UAF?

What to do next?

- Call 911 and inform dispatch that there was a bomb threat
- Give the dispatcher and first responders all the above information in detail
- Avoid the threatened area

If You Receive a Suspicious Packages?

Look For:

- Misspelled words
- Unexpected packages
- Post mark does not match return address
- Restrictive markings "Confidential"
- No return address
- Excessive tape
- Protruding wires
- Oily stains or discoloration
- Ticking sounds
- Excessive postage

What to do?

- Handle it with care. Don't shake or bump it.
- Isolate it immediately.
- Don't open, smell or taste.
- Call 911 and follow police directives.
- Wash your hands with soap and water.

Download a copy of the [Bomb Threat Checklist \(PDF\)](#).