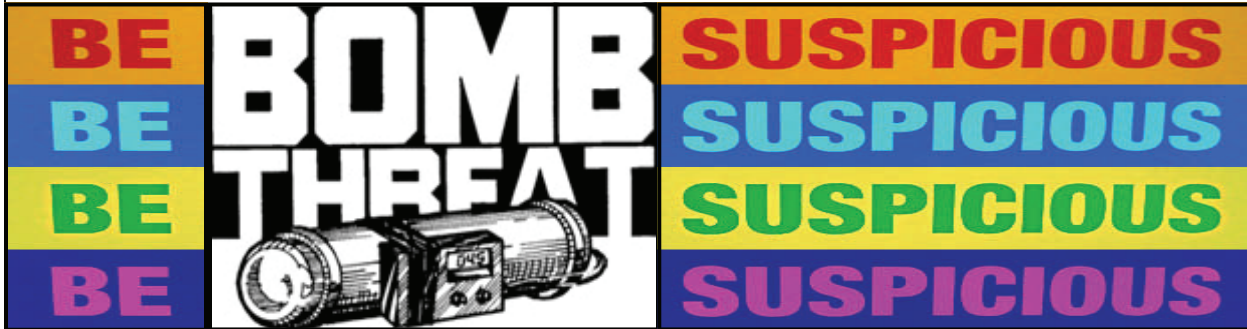




BOMB THREAT — WHAT DO YOU DO?

THREAT BY PHONE?

- Use the Bomb Threat Checklist found on the Emergency Preparedness portion of the UTSA Website —
 - UTSA Website → Emergency Preparedness → Bomb Threat Checklist
- Take note of the voice of the caller
- Be mindful of any background noise at the caller's location
- Ask the Who, What, When, Where, and Why about the caller and the bomb
 - What is your name?
 - What kind of bomb is it?
 - When will the bomb explode?
 - Where is the bomb located?
 - What does it look like?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - Where are you calling from?
 - What is your address?



THREAT BY EMAIL?

- If you receive a bomb threat email notify your supervisor and the Police as soon as possible

THREAT BY MAIL?

- Suspect Letter or Package Indicators —
 - No return address
 - Restrictive markings
 - Strange Odor
 - Lopsided Package
 - Protruding wires
 - Oily stains on Wrapper
 - Mailed from a foreign country
 - Excessive or no postage
 - Rigid or bulky envelope
 - Suspect address indicators
 - Badly typed, written, or misspelled
 - Title with no name or wrong title with name
- Precautions
 - Never Accept mail, especially packages, while in a foreign country
 - REMEMBER — IT MAY BE A BOMB — Treat it as suspect
 - When in doubt treat it as a suspect package