**Bomb Threat**

What to do if you receive a bomb threat by phone:

1. Listen, remain calm and courteous. Do not interrupt the caller.
2. Obtain as much information as you can. Ask the following questions:

   | When is the bomb going to explode? | Exact wording of the threat: |
   | Where is it right now?             |                              |
   | What does it look like?            | Sex of caller: Man          |
   | What kind of bomb is it?           | Woman Age?                   |
   | What will cause it to explode?     | Accent/ethnicity:            |
   | Did you place the bomb?            |                              |
   | Why?                               | Length of call:              |
   | What is your address?              | Number at which call is received: |
   | What is your name?                 | Name of person who answered phone: |

3. Note identifying characteristics, if possible:

   **Caller’s Voice:**
   - Calm
   - Angry
   - Excited
   - Slow
   - Soft
   - Loud
   - Laughter
   - Crying
   - Normal
   - Distinct
   - Slurred
   - Nasal
   - Stutter
   - Lisp
   - Fast
   - Familiar
   - Ragged/Raspy
   - Clearing throat
   - Deep breathing
   - Cracked voice
   - Disguised
   - Accent
   - Deep
   - Other

   **Threat Language:**
   - Well spoken (educated)
   - Foul language
   - Taped message
   - Message read by threat maker
   - Remarks

   **Background Sounds:**
   - Street noises
   - Animal noises
   - Clear
   - Voices
   - Music
   - House noises
   - Motor
   - Other
   - Office machinery
   - Factory machinery
   - Static
   - PA system
   - Local
   - Long distance
   - Booth

4. Relay the information immediately to Security 514-398-3000 (Downtown) or 514-398-7777 (Macdonald).

5. Write down everything you remember about the phone call you received while it is still fresh in your mind.

*Under no circumstances should people endanger their lives by trying to locate the bomb.*

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**Major Disaster / Terrorism**

In case of an incident involving major disaster or terrorism:

1. Remain calm and be patient.
2. Follow the advice of Security and/or local emergency officials.
3. Listen to your radio or television or go to the McGill web site for news and instructions.
4. If the act of terrorism or disaster occurs near you, check for injuries. Give first-aid and get help for seriously injured people.
5. Do not use the telephone unless it is a life-threatening emergency.