

Bomb Threat Safety Instructions

Take all bomb threats seriously

- ✓ Call 286 immediately and report the situation
- ✓ Notify your Supervisor
- ✓ Notify other building occupants

Security Officers will be dispatched to your location. Follow their instructions precisely. You may be evacuated from your work area, your floor, or from the building.

If there is a building evacuation, take your belongings and go directly to your Emergency Assembly Point* (EAP).

Be patient and wait for further instructions.

If you receive a telephoned bomb threat --- Try to stay calm.

- ✓ Listen carefully to get information from the caller, such as:
 - where the device is located
 - when it is set to go off
 - what it looks like
 - why it was placed
- ✓ The caller's gender, age, unique speech attributes and any background noises that might be clues to the caller's location

If the threat message was hand delivered --- describe the messenger or any other suspicious persons in the area to the 286 Operator.

If you receive a suspicious package in the mail, or observe an abandoned box, backpack, etc. --- move away from the area and advise others nearby to do the same. Report situation details to the 286 Operator.

For more information contact either

School of Medicine Health & Safety – 723-0110

Hospital Security – 723-7222

Department of Public Safety – Special Services, 725-2140

Environmental Health & Safety – Emergency Preparedness, 725-1409

(*) Know where your EAP is before an emergency occurs. EAP locations for all campus buildings are found at <http://www.stanford.edu/dept/EHS/>