Bomb Threat

A bomb threat is any communication that threatens or warns of intention to detonate explosive, incendiary, or hazardous-material devices intended to cause property damage, injuries, or death. If you receive a threat via phone, e-mail, mail, or voicemail, follow the protocol below to minimize disruption, potential injuries, and damage to the university.

Before
1. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at emc.uoregon.edu.
2. Ensure that staff and faculty members who regularly receive phone calls are familiar with the bomb threat checklist included in this flipchart.

During
1. Remain calm, stay on the phone for as long as possible.
2. Assume that the threat is real and take the caller seriously.
3. Ask questions using the bomb checklist above as a guide.
4. Write down all of the information you notice about the call and the caller.
5. Avoid using cell phones, two-way radios, and other wireless communication devices to avoid triggering any possible device.
6. Alert a coworker to call the UOPD at 541-346-2919 on a landline, or call yourself if the caller hangs up.
7. Avoid using the phone that received the bomb threat so that law enforcement has a chance to trace the call.
8. If the bomb threat is a letter, voicemail, or e-mail, call the UOPD immediately.

After
1. Notify the UOPD at 541-346-2919.
2. Follow instructions from emergency personnel.

See the Take Action: Emergency Planning section of this flip chart, or visit emc.uoregon.edu for additional planning resources.

Bomb Threat continued above