

Bomb Threat Procedures

In the event you receive or overhear a bomb or other mass threat, contact University Police (LUPD) immediately at 911 on any house phone. For safety reasons, it is best (when possible) to avoid using a cell phone or two-way radio when reporting a bomb threat. If the threat is for another building or another location on campus then your cell phone may be the quickest way. Call LUPD at (504) 865-3434. Do not activate any fire alarms. In the event the threat is received by phone, keep talking to the caller as long as possible and listen carefully. Try to document any pertinent information you can gather from the call (See below). Follow any instructions that are given to you by LUPD or other authorized personnel (e.g. your Director, Dean or V.P.). If evacuation is required, do so calmly and respond to your assigned meeting place so that an accurate account of the building's occupants can be made.

Remain calm and obtain as much information as possible using the checklist below.

If threat is made by phone:

- Make note of the caller's number if caller id is available.
- When is bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of a bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- Where are you calling from?
- What is your name?

Exact wording of bomb threat:

Sex of caller _____ Race _____ Age _____ Length of call _____

Telephone number at which call is received: _____

Time call received _____ Date call was received ____ / ____ / ____

Caller's voice was: _____ calm _____ nasal _____ soft

_____ angry _____ stutter _____ load

_____ excited _____ lisp _____ laughter

_____ slow _____ rasp _____ crying

_____ rapid _____ deep _____ normal

If threat is written:

- Do not handle note any more than necessary; secure it for police officers.
- Notify LUPD immediately

If threat is by email:

- Do not delete it
- Notify LUPD immediately

Notify LUPD if you or someone locates a suspicious device, do not touch.