If caller makes a bomb threat, record caller ID number right away. Use the Bomb Threat Information Sheet to ask questions of caller, until s/he ends call.

Call 911 or 704-609-0344 immediately upon receiving the bomb threat.

Complete the information on the Bomb Threat Information Sheet and provide to police.

Information needed in decision making about evacuation:

- Was there a sense of urgency by the caller?
- How exact was the message? Did the caller:
  - Provide a specific time it will detonate?
  - Pinpoint the location by building, room, area within a room?
  - Give specific description of the device?
- Did caller relate threat to any current cause or dissention on campus or broader geographical area?

Immediately follow all instructions of police and emergency responders.