# Bomb Threats and Suspicious MailUniversity of Washington Environmental Health & Safety logo.

Report any threatening phone calls, mailed threats, or suspicious packages immediately to police.

*The University provides the following instructions to help UW personnel, students and visitors prepare for responding to an emergency on the Seattle campus. University units and departments can modify these instructions for their specific location(s) and add them to their Fire Safety and Evacuation Plans.*

## Bomb Threats

* Get as much information as possible.
  + Attempt to learn the location where the bomb is now or is going to be planted.
  + Try to listen for information about the caller.
  + Listen for gender, accent, and any other details.
  + Note any background noise that may indicate the location of the caller.
  + Write down the time of the call, phone number where it came in, and who took the call.
  + Make note of the phone number used to call you if your phone has caller identification.
* Report the threat to police.
  + Call 9-1-1 and report the threat and details to police.
  + Follow instruction provided by police.
  + Report the call to your supervisor.

## Suspicious MAIL

* **Look for these signs:**
  + **No return address.**
  + Sealed with **tape,** especially if **excessive amount.**
  + **Marked “Personal”** or **“Confidential.”**
  + Incorrect or **misspelled address.**
  + **Oily stains, discolorations,** or crystals on the wrapper.
  + Strange **odors.**
  + **Odd weight or size.**
* **If you receive a suspicious package:**
  + **Don’t touch** or move it.
  + **Isolate the package.**
  + **Call 9-1-1** to ask for advice.
  + **Evacuate the area.**
  + **Follow instructions** provided by police.