

CWRU EMERGENCY PROCEDURES

Important Numbers! CWRU Police 368-3333 Safe Ride and Escorts 368 - 3000

EMERGENCIES dial x 3333 or 9-9-1-1 from campus phone

BOMB THREAT

WHAT YOU SHOULD DO

1. If you receive a phone call bomb threat, listen carefully and write down everything that is said, starting with the exact time of the call.
2. Keep the caller talking as long as possible and ask the following:
 - a) Ask the caller to identify him/herself.
 - b) Where is the bomb located?
 - c) When will the bomb go off?
 - d) What type of bomb is it?
 - e) What does the bomb look like?
 - f) Why was the bomb planted?
3. Determine caller characteristics:
 - a) Age
 - b) Male/female
 - c) Accent
 - d) Voice characteristics (calm, nervous, excited, laughing)
4. Listen for background noises: other voices, traffic, airplanes, trains, machinery, music, etc.
5. Call Police dispatch at 368-3333 immediately after finishing the call.
 - a) Give the dispatcher your name, phone extension, and room number.
 - b) Tell the dispatcher that you received a bomb threat and give a basic description of the nature of the call.
 - c) Stay in the area so that you can meet with the responding officer.

WHAT WILL HAPPEN

1. The dispatcher will notify Case Police and the University Circle Police and the Cleveland Police Bomb Squad.
2. Case Police and University Circle Police will conduct a search of the building(s) mentioned. The search may be done in conjunction with employees who are familiar with the area and would recognize anything that may be suspicious in nature.
3. After speaking with the person who took the call, University Police, in conjunction with the Cleveland Police, will decide what further action should be taken, including possible evacuation.
4. The person who took the initial call may be required to fill out a witness statement and/ or testify in court.

BOMB THREAT



CASE WESTERN RESERVE
UNIVERSITY EST. 1826