

Threatening Phone Call Checklist

1. Remain calm and keep caller on line as long as possible. Write down verbatim as much as you can.
2. Get as much information as possible concerning location (building, room, area, etc.) of the bomb or other threat, and anticipated time of detonation. Try to have caller repeat message.
3. Signal adjacent personnel to:

Notify Public Safety Dispatcher at 41911
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Listen in to assist with identifying caller's voice and describing distinctive background noise.
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4. Notify Public Safety Dispatcher at 41911 when the caller hangs up, if no one else has at your instruction. When there is opportunity, notify Library Administrative Office at 46014 or Circulation Desk at 46793 during evenings and weekends.

See also the **IDT Emergency Procedure**.