

BOMB THREAT

Bomb threats can pose a serious danger to the Cooper Union Community. Any such threat is a serious criminal offense which will be thoroughly investigated by the NYPD. Although most bomb threats are communicated by telephone, email and other forms of communication may be utilized.

If you ever receive a bomb threat **report it immediately** to Campus Safety & Security at (212) 353-4270.

Directives for the Cooper Union Community

1. If you receive a bomb threat by telephone, remain calm.
2. Gather as much information as possible from the caller. If a threat is sent via email or left on your voicemail, do NOT erase it.
3. Record the time and caller ID number, if available.
4. Write down any information the caller provides. If possible, ask the caller:
 - Where is the bomb?
 - When will it explode?
 - What will cause it to explode?
 - What does it look like?
 - Did you place the bomb?
 - What is your name?
 - Where are you calling from?
5. Note any characteristics of the caller's voice such as gender, age and/or accent.
6. Note any background noises and/or distinctive sounds such as traffic, other voices, television, music, etc.
7. **Immediately** after the call has ended contact Campus Safety & Security at (212) 353-4270. If you are not able to notify Campus Safety and Security, call 911.
8. If at any time a decision is made to evacuate the building the Cooper community will be advised to follow standard evacuation procedures and exit in a calm and orderly fashion. All will report to the designated building assembly areas.
9. Do not re-enter the building until you are instructed to do so by first responders or Campus Safety & Security personnel.