

What to do if you noticed a:

Suspicious Person in the campus

If you see a suspicious person on campus:

- Call or inform to the security office
- Provide the dispatcher with as much information as possible, including what the person is wearing, height, build, hair-color, eye-color, jewelry, vehicle description, license plate number, etc.
- If possible, take a picture with a cell phone or other camera
- Notify supervisors so they can take any action necessary to improve security in the college environment

Bomb Threat

If a threat is made by phone:

- Pay close attention to what the caller is saying
- Look for caller ID information on the phone
- Gather as much information as possible (using the guide provided below)
- Notify others nearby and call 0771-4247129,100,0771-4287100
- Look for any items that appear to be out of place and report them to responding law enforcement or security
- Follow departmental procedures to guide decisions on what to do next

If a threat is made in writing:

- Avoid touching paper
- Call 100 to report it to police

If you receive a bomb threat, gather as much information as possible from the caller by doing the following:

- If a recorder is available, record the conversation
- Note the time and caller ID information
- Note which line the call is coming in on
- Pay close attention to the exact words used

Keep the caller on the line as long as possible and ask him/her questions if possible, including:

- Where is the bomb?
- When is the bomb going to explode?
- What does the bomb look like? What kind of bomb is it?
- What will cause it to explode?

- Who placed the bomb? Why?
- Where are you calling from?
- What is your name? Address?

Note the following characteristics of the call:

- Does the voice sound male or female?
- What is the caller's demeanour? (Calm, angry, rushed, crying, sincere, etc.)
- Does the caller's voice have any special characteristics? (Accent, stutter, slur, nasal sound, high pitch, low pitch, squeaky, etc.)
- Does the caller speak quickly, rushed, slowly, deliberately, loudly, or softly?
- Is the voice familiar?
- Are there any background noises?