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 NDC Police/Security officer at 373-5288/5212 immediately after finishing the call.
   a) Give the officer your name, phone extension, and room number
   b) Tell the officer 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 officer will notify the South Euclid Police and Fire, South Euclid Bomb Squad, and Federal Agencies (Bureau of Alcohol, Tobacco, and Firearms; FBI; etc.)
2. NDC Police/Security and South Euclid Police will conduct a search of the building(s) mentioned
3. After speaking with the person who took the call, College officials and South Euclid Police, in conjunction with the ATF, will decide what further action should be taken, including possible evacuation