

Bomb Threat / Suspicious Package

Bomb threats and suspicious packages are rare but potentially serious incidents that require immediate attention and careful response. These events may involve threats communicated by phone, email, text message, social media, written note, or the discovery of an unattended or suspicious item. While many bomb threats ultimately prove to be unfounded, every threat must be taken seriously and investigated appropriately.

The Master's University Emergency Management Department, in coordination with Campus Safety and local law enforcement agencies, is trained and prepared to respond to bomb threats and suspicious package incidents. Your role is to remain calm, avoid unnecessary risk, and promptly report suspicious activity or threats.

If You Receive a Bomb Threat

Remain calm and try to keep the caller on the line as long as possible.

Gather Information

If safe to do so, attempt to obtain the following information:

- When is the bomb going to explode?
- Where is the bomb located?
- What does the bomb look like?
- What type of bomb is it?
- Why was the bomb placed?
- Who placed the bomb?

Also attempt to observe:

- The caller's gender, approximate age, or accent
- Tone of voice or emotional state
- Background noises
- Any unusual sounds or identifying information

After the Call

- Do not hang up if possible.

- Immediately call 911.
- Contact TMU Campus Safety at (661) 713-7561.
- Notify your supervisor or university official.
- Write down everything you remember as soon as possible.

If You Receive a Threat Electronically

If a bomb threat is received by:

- Email
- Text message
- Social media
- Written note
- Other electronic communication

You should:

- Do not delete or alter the message.
- Preserve all evidence.
- Take screenshots if appropriate.
- Notify 911 and TMU Campus Safety immediately.
- Follow instructions from law enforcement and university officials.

If You Discover a Suspicious Package

A suspicious package may have one or more of the following characteristics:

- Unattended or out of place
- Excessive postage or unusual labeling
- No return address
- Strange odors, stains, or leaking substances
- Excessive wires, batteries, or protrusions
- Unusual sounds or vibrations
- Markings indicating urgency or secrecy

If You Encounter a Suspicious Package:

- Do not touch, move, open, or disturb the item.
- Move away from the area.
- Prevent others from approaching the package if it is safe to do so.

- Call 911 immediately.
- Contact TMU Campus Safety at (661) 713-7561.
- Provide the exact location and description of the item.

Evacuation Procedures

If instructed to evacuate:

- Remain calm.
- Leave the building immediately using the nearest safe exit.
- Do not use elevators.
- Leave personal belongings behind if necessary.
- Move to the designated assembly area.
- Remain available for accountability procedures.
- Do not return to the building until authorized by emergency responders.

Shelter-in-Place Procedures

In certain situations, law enforcement may determine that sheltering in place is safer than evacuation.

If instructed to shelter:

- Move to a secure location.
- Remain away from windows and exterior walls.
- Silence your cell phone and electronic devices.
- Monitor official university communications.
- Remain in place until instructed otherwise.

When Emergency Responders Arrive

Law enforcement and bomb technicians will assess the threat and determine appropriate actions.

When responders arrive:

- Remain calm.
- Follow all instructions immediately.

- Provide any information you have regarding the threat or suspicious item.
- Avoid speculation or spreading rumors.
- Stay clear of restricted areas.

After the Incident

- Remain at the designated reunification or assembly area if instructed.
- Cooperate with law enforcement investigations.
- Monitor official university communications for updates.
- Seek support services if needed.

Remember: If you see something suspicious, say something. Never touch or attempt to investigate a suspicious package yourself. Report it immediately and follow instructions from emergency responders.

