

Bomb Threat

- Download the [Department of Homeland Security Bomb Threat Call Procedures Checklist](#) and keep it near your telephone.
- Keep the number for [UMass Boston Police](#) on your telephone and be ready to call their dispatch line at 617.287.7777 or call 911.
- Download the [UMass Boston Bomb Threat Preparedness Brochure](#) to learn more about what to do in the event of a bomb threat.
- Familiarize yourself with Environmental Health and Safety's [Building Evacuation Plans](#).

If You Receive a Threat:

Telephone Threat:

- Remain calm and do not hang up.
- If possible, signal other staff to listen to call and/or make note of incoming phone number on screen
- Write down the exact wording of the threat.
- Use the Homeland Security checklist to note as many details of the call as possible.
- Be available for interviews with the building's emergency response team and law enforcement on the scene.

Verbal Threat:

Note in which direction the perpetrator leaves.

- Notify UMass Boston Police immediately by calling 617.287.7777 or 911.
- Write down the threat exactly as it was communicated.
- Note the description of the individual who made the threat.

Written Threat:

- Handle the document as little as possible. Make no alterations to it. Secure it until police arrive.
- Notify UMass Boston Police immediately by calling 617.287.7777 or 911.
- Note the date/time/location the document was found and any contextual information that may be helpful to law enforcement (events, situations, conditions that may be relevant).

Emailed Threat:

- Leave the message open on the computer. Do not delete it.
- Notify UMass Boston Police immediately by calling 617.287.7777 or 911.
- Print, photograph or copy the message and subject line. Note the date and time of the message.

Source: Office of Bombing Prevention (FBI/DHS)

If there is a Bomb Threat at UMass Boston

Remain calm. Know that the majority of phoned-in threats are hoaxes, but understand that each and every threat is taken seriously by law enforcement. When there is a bomb threat on campus, UMass Boston Police works with outside authorities to respond according to established law enforcement protocols.

If you receive an alert to evacuate a building, please respond calmly and quickly. Leave the area impacted by the bomb threat and wait for further instruction from law enforcement officials. Outside authorities will assist in searching the affected area and declaring the all-clear.

For further information related to building or campus-wide evacuations, please see the Campus Evacuation Policy.

Suspicious Package: Common Characteristics

A suspicious object may come in the form of a package or envelope. Some common characteristics include:

- Package or envelope with suspicious leaks, stains, or powdered substances
- Package is rigid, bulky, or has excessive tape/string
- Poor handwriting, misspellings, improperly addressed
- Excessive postage, no postage, or no/strange return address
- Ticking, vibration, abnormal sounds, strange odors
- Generic addressee and restrictive markings
- Unexpected and from someone unfamiliar
- Irregular placement of object

If You Find a Suspicious Package

If you find a suspicious package, call UMBPD at 617-287-7777.

Provide a detailed description of the item and its location.

Do not move, alter, open, examine, or disturb the item.

If You Already Handled the Item

If you already handled the suspicious package item, gently put it down in a secluded area and step away from the area. Leave the package where it is. Clear the immediate area until the police arrive. Wait in a safe place until police arrive. Emergency personnel will provide additional guidance after their assessment.

- [Office of Bombing Prevention Preparedness Brochure](#)
- [Bomb Threat Call Procedures](#)
- [Building Evacuation Plans](#)