

# Bomb Threat

• Keep calm • Treat as genuine • Report



**✗ DO NOT use a mobile phone or set off fire alarms. It may trigger an explosion.**

## If you receive a bomb threat by phone, email, person or another means



- 1 Remain calm and be polite. Listen carefully.**
- 2 ✗ DO NOT allow others to interrupt you, and don't interrupt the caller**
  - ✓ Try to get information. Don't argue with the caller.
  - ! Note the EXACT wording of the threat from the caller.
  - ✓ Follow the **bomb threat checklist** on the back of this sheet to record any information.
- 3  If possible, ask someone else to DIAL 111 and ask for Police**
- 4  DIAL UC Security 0800 823 637 to tell them emergency services have been called**
- 5 Follow instructions from emergency services and UC Security**

## Mail bomb recognition

- Hear a ticking sound/see protruding wires/ aluminium foil, then **IMMEDIATELY** regard as suspicious.
- Excessive weight for its size or excessive securing materials, string, tinfoil or an oily stain/dischouration.
- Rigid envelope or lopsided or uneven package.
- Unexpected or unsolicited mail (local and foreign).
- Excessive postage on local mail.
- Restrictive markings (ie, private, personal).
- Poorly written or typed address/unknown source.
- No return address, or misspelling of common words, names, address, incorrect titles or titles without names.
- Shows a city, state or province in the postmark that does not match the return address.

## If you discover a suspicious package or mail bomb

- ✗ DO NOT open or cut strings.
- ✗ DO NOT touch or move the object. Leave it as it is.
- ✗ DO NOT place it in water, sand or in any confined space.
- ✓ If already lifted, gently lower to a level surface.

- 1 Take steps to isolate the area**
  - ✓ Prevent others from being near or touching the item.
  - ✓ Notify people nearby verbally.
- 2  DIAL UC Security 0800 823 637 state "BOMB THREAT". Provide as much information as you can.**
  - ! **UC Security will coordinate with Police as required.**
- 3  Evacuate the immediate area of all people**

## How to report a bomb threat to UC Security/NZ Police

- ✗ DO NOT use mobile phones or radio transmitters (RTs) near the site.
- ✗ DO NOT ACTIVATE THE FIRE ALARM, unless directed by emergency services/ UC Security.
- ✓ Speak slowly and clearly.
- ✓ State your name and location.
- ✓ State location of bomb and time set to explode (if known).
- ✓ State the information you received and answer questions as best you can.
- ✓ If possible, provide the information collected at the back of this sheet to emergency services.
- ✓ Follow instructions from emergency services/UC Security.