

. Actions on discovery of suspicious item or upon receiving a bomb threat:

- Call ext. 4911 from a college phone or 864-597-4911 and report the incident. If a suspicious object is observed:
 - Don't touch it; evacuate the area.
 - Do not attempt to search the area yourself. Leave this to trained personnel.
- All personnel should acquaint themselves with the following procedures:
 - If a suspicious object or potential bomb is discovered, DO NOT HANDLE THE OBJECT, CLEAR THE AREA AND CALL EXTENSION 4911 from a college phone, 864-597-4911 from a cell phone or hit the emergency button on Guardian app (do not use cell phones in the vicinity of the package!).
 - Be sure to include the location and appearance of the object when reporting.
- If a bomb threat is received via a telephone call, ask the caller the following questions and record the answers:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it and what does it look like?
 - Why did you place the bomb?
 - Keep the caller talking as long as possible and try to determine and record the following information also:
 - Time of call.
 - Age and gender of caller.
 - Speech pattern, accent, possible nationality, etc.
 - Emotional state of caller.
 - Background noise.