

All bomb threats are to be taken seriously.

The majority of threats are made with the intent of disrupting normal business.



Be Prepared
Be Aware
Be Ready

However, every bomb threat must be considered real until investigated. Call 911 and Pace University Security in every instance to report a bomb threat.

If you receive a bomb threat by telephone:



Don't hang up; keep caller on phone as long as you can.



Signal or pass a note to someone close-by to get help.



Listen to the caller carefully; do not interrupt them.



Write down as much info as possible (exact words).



Copy phone number down that appears on caller ID.



Ask the caller for: their name, where the bomb is located, what kind of bomb it is, what does it look like, when will it detonate, what will make it explode, why, etc.



Remember details & assumed details about the caller: voice characteristics, gender, age, background noises, etc.

If you receive a bomb threat by writing:



Handle the document as minimally as possible.



Secure the original threat; DO NOT alter in any way.



Take a photo of the threat with your mobile device.

If you receive a bomb threat by writing:



Leave the message open on the computer & don't delete.



Print, photograph, or copy the message and subject line; note the date and time.

Call 911 and Pace University Security in every instance to report a bomb threat.

You can dial **777** or press the **Security** button from any Pace phone in an emergency.

New York City Campus Security: **(212) 346-1800**

Pleasantville Campus Security: **(914) 773-3400**

White Plains Campus Security: **(914) 422-4300**