

Suggested behaviour in cases of emergency

Bomb threat | via telephone & in writing

Take the threat seriously! Danger to life!

Bomb threat via telephone

- Take the caller seriously and keep them talking for as long as possible
- Make sure you listen & do not interrupt
- Stay calm, remain neutral, do not make any threats or suggestions, or issue instructions
- Take precise note of the information
 - in particular, special characteristics (accent, tone of voice, speed, predicted sex)
- Ask questions and take note of the answers:
 - **When** will the bomb explode?
 - **Where?**
 - **Why** have you planted a bomb?
 - **Who** are you?
 - **Where** are you calling from?
- If possible, organise help whilst you are on the phone, put your telephone on speaker
- Inform the police at the same time

Inform the police:

Tel.: 110

Inform the Office of the Rectorate:

Tel.: +49 3834 420 1100

(or outside of office hours +49 3834 420 2020)

Inform the Central Services Department:

Tel.: +49 3834 420 1210

Written bomb threat

- Save/store the document, do not touch or change it

Inform the police:

Tel.: 110

Inform the Office of the Rectorate:

Tel.: +49 3834 420 1100

(or outside of office hours +49 3834 420 2020)

Inform the Central Services Department:

Tel.: +49 3834 420 1210