BOMB THREAT

1. If you receive a bomb threat by phone, take the caller seriously. Remain calm and try to obtain answers to the following questions:
   - What is the location of the bomb?
   - When is it going to explode?
   - What kind of bomb is it?
   - What does it look like?
   - What will cause it to explode?
   - Why was it placed here?
   - Who the caller is (age, sex, race, speech, accent, background noises, knowledge of the facility etc.)?

   Try to prolong the conversation, asking the caller to repeat certain issues in order to be clearly understood. If possible, ask somebody to call immediately the emergency numbers.
2. If you receive a bomb threat by e-mail/SMS:
   - Do not delete it.
   - Forward it to security forces.
3. If you receive a suspicious mail or package (with excessive tape or string, stained, uneven, strange odor and noises coming from inside, no return address, wrong title and name etc.), do not touch or try to open it. The same applies to any strange and unfamiliar objects found at the university. Calmly alert others in the immediate vicinity and leave the area, closing the door behind you.
4. In all the above-mentioned cases immediately call the police/fire brigade – **112**. Notify also Rector's Proxy for Security Affairs – **501 556 557**. Provide them with any information you have received, specifically the location and time the bomb is supposed to explode.
5. Remember not to use cellular phones, since radio signals can cause detonation.
6. Do not evacuate the building until police arrives and evaluates the threat. If directed to evacuate, follow university evacuation procedures:

- Check your surrounding area for unfamiliar items. Do not touch any suspicious things, but report them to university/security authorities.
- Take only personal belongings with you.
- Leave doors and windows open.
- Do not turn light switches on or off.
- Use stairs only – never elevators.
- Move well away from the building and follow instructions of emergency responders.