

# Delgado Campus Police Department

## Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

## If a Bomb Threat is Received by Phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the bomb threat checklist (can be found on Campus Police Webpage) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

## CALLING THE POLICE:

- ☞ Emergencies: 911, or (504) 671-6111 for DCC campus police
- ☞ Campus Police Department: non-emergency 671-6112

## SKILLS TRAINING:

- ☞ Safety Presentations to address your specific concerns or an overview of campus safety and security programs, call the Campus Police at 671-5475.

## NIGHT SAFETY:

- ☞ Night Escort Service for a walking escort to destinations on or near campus, service available by calling campus police at 671-6112.