

Bomb Threat Continued

Ask the caller the following questions:

- Where is the bomb located?

- When will it go off?

- What does it look like?

- What kind of bomb is it?

- What will make it explode?

- Did you place the bomb? _Yes _No

- Why?

- What is your name?

- Exact words of the threat:

Note any information about the caller:

- Where is the caller located? (background/level of noise)

- Estimated age? _____

- Is the voice familiar? If so, who does it sound like?

- Gender? _____

- Background sounds?

- Threat language? (well-spoken, incoherent, recorded message, etc)

Additional Resources:

UF Police Department
UPDinfo@admin.ufl.edu
police.ufl.edu
352-392-1111

Physical Security
Physical-Security@ufl.edu
security.businessaffairs.ufl.edu
352-294-2255

Dept. of Emergency Management
emergencymanagement@ufl.edu
emergency.ufl.edu
352-273-2100

Version date: 08/14/2026

GatorSafe App

Scan the QR code to download the App.

The official safety and security app of the University of Florida.



UF Alert

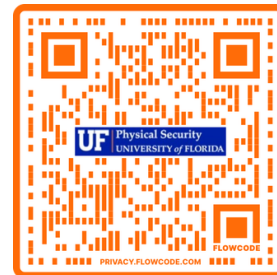
To subscribe to UF Alerts visit ONE.UF:

1. Login to one.ufl.edu.
2. Select your profile icon  in the upper right corner.
3. Select "View and Update Profile Information."
4. Add work or personal mobile number.
5. Scroll down to the "UF Alerts" section.
6. Select the "Edit" button.
7. Choose alert locations and "Submit."

Learn more by visiting ufalert.ufl.edu

Classroom Locks

Video on operating the classroom secure-in-place electronic buttons.



Emergency Resource Guide

Division of Business Affairs

UF Police Department | Department of Emergency Management | Physical Security



UF | Physical Security
UNIVERSITY of FLORIDA



Take Action Guidance

This quick reference resource provides guidance for immediate actions to take during emergencies. In any life-threatening emergency, call **9-1-1** first.

Know Your Location

Building Name: _____

Address: _____

Room Number: _____

Nearest AED/Stop-the-Bleed Kit: _____

Active Assailant

Run

If the assailant’s location is known and the opportunity to escape is available, flee the area.

- Have an escape plan in mind.
- If you are outside near the threat, find cover immediately.
- DO NOT pull the fire alarm to alert others.
- Keep your hands empty and visible and follow all instructions from public safety officials.
- Call 9-1-1 when you are safe.

Hide/Secure-in-place

If you are inside a building and the assailant(s) location is unknown, secure-in-place and deny access.

- Lock and barricade doors with heavy furniture.
- If in a classroom, push secure-in-place button, if available.
- Stay away from doors or windows.
- Turn off lights and other light sources such as computer monitors.
- Block windows.
- Keep yourself out of sight (take cover/protection from bullets by using concrete walls or heavy furniture).
- Silence your cell phone, computer, and other devices.
- Without jeopardizing safety, call or text 9-1-1 (if you cannot speak, leave the line open and allow the dispatcher to listen).
- Do not open your door to anyone except public safety officials.

Fight

As a last resort and only if your life is in immediate danger, defend yourself.

- Work as a group if possible.
- Improvise weapons or throw items at the assailant.
- Commit to your actions and attempt to incapacitate the assailant.

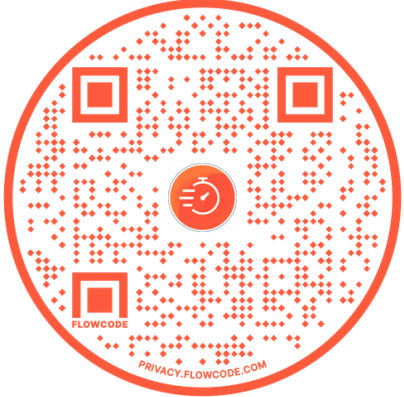
When calling 9-1-1 a dispatcher may ask:

- Location of the assailant.
- Number of shooters if more than one.
- Physical description of shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.

When law enforcement arrives:

- Follow the officer’s instructions.
- Once you have reached a safe location or assembly point, you may be held until all witnesses have been identified and questioned.

For a complete list of the **Take Action** guidance visit:
go.ufl.edu/takeaction.



Bomb Threat

If you receive a written bomb threat:

- Remain calm.
- Call 9-1-1.
- Secure the document and handle it as little as possible.

If you receive a bomb threat via telephone:

- Remain calm.
- Keep the caller on the phone for as long as possible.
- Do not hang up, even if the caller does.
- Listen carefully. Be polite and show interest.
- If possible, pass a note or signal to someone nearby to help notify 9-1-1.
- If your phone has a display, write down the number and/or letters on the window display:

- **Ask the caller the questions on the back page.**
- After the call ends, DO NOT HANG UP. From a different phone, call 9-1-1 immediately with information and await instructions.

Fire Alarm / Building Evacuation

When the building fire alarm system sounds:

- Immediately begin to evacuate the area.
- If it is safe to do so, take essential personal items such as your keys, wallet, purse and cell phone.
- If circumstances permit, secure your area by closing and locking doors if you would normally do so when leaving for the day.
- Ensure all stairwell doors in your means of egress are also closed.
- As you are evacuating, inform co-workers, students, and visitors that they must evacuate immediately.
- If the corridor is filled with smoke, stay low and crawl out. If it is too much smoke or too hot return to your office. Call 9-1-1 and inform them you are still in the building, provide them with the floor and room number. Wait for assistance.
- Once out of the building, move at least 100 feet from the structure or as instructed by public safety officials. The area should not block egress from the building or access to the building by emergency personnel or vehicles.

Medical Emergency

If you encounter someone experiencing a medical emergency (examples: heart attack, loss of consciousness, large loss of blood, or serious accident):

- Call 9-1-1.
- Unless trained, do not render assistance above basic first aid.
- If appropriate for the type of emergency and available, deploy AED.
- AEDs are in a variety of public access UF facilities and can be located on the UF Campus Map and GatorSafe App.
- DO NOT attempt to move the injured/sick person unless they are in immediate danger.
- DO NOT jeopardize your health and safety to render care.
- Have someone meet and escort public safety officials to the victim.
- Provide public safety officials with all known information about the incident.

Thunderstorm / Tornado Warning

If a Thunderstorm Warning or Tornado Warning is issued:

- Seek shelter in a sturdy building. Vehicles, trailers, and modular buildings may not provide good protection.
- Move to interior areas away from windows, doors, and outside walls.
- Stay indoors until the warning has expired.
- Report campus damages to the UF Police Department at 352-392-1111.