CSUDH is dedicated to protecting its students, faculty, and staff during an emergency. Following are the steps one should take when receiving a bomb threat over the phone.

* Do not put the caller on hold or transfer the call.

* Do not interrupt the caller.

* Call University Police by calling 9-1-1 from a campus phone.

* Identify yourself to the Police Dispatcher.

* Make sure you give the Police Dispatcher your exact location, including building and room number.

* Notify your supervisor.

* Follow University Police instructions.

* Do not use radios, cell phones, or activate fire alarm pull stations, since these frequencies may trigger the device.

After evacuating, be sure to assemble at a safe distance from the building and have a barrier between you and the building.