

In Case of - Bomb Threat

Anyone who receives a bomb threat should adhere to the following procedures in the order shown.

Important: Do not touch any suspicious object or potential bomb.

The person receiving a threat should remain calm and attempt to obtain as much information as possible from the caller by using the checklist given on the following page. (Please note that this check lists can be adapted for any threat.)

Call Public Safety at 2111, give your name, location, and telephone number. Inform them of the situation, reporting the exact words of the threat, including information you may have as to the location of the threat, time of the threat, and time you received the call. Public Safety will handle the evacuation if necessary upon their arrival.

Do not evacuate the building and do not sound the alarm; but wait for further instructions. Public Safety personnel and other authorities will be responsible for necessary evacuations of buildings or of the campus.

If you should spot something out of the normal that appears suspicious, report it to Public Safety at 2111. Under no circumstances should you touch, tamper with, or move objects out of normal or confront persons acting suspicious.

Immediately cease the use of all wireless transmission equipment (cellular phones, 2-way radios).

If the building is evacuated, move as far from the building as possible. Keep the street, fire lanes and hydrants, and walkways clear for emergency vehicles and crews.

Do not return to the building until told to do so by Public Safety personnel.

In some cases, it will be necessary for Public Safety personnel to enlist personnel from the affected building to assist in the identification of suspicious packages. Please assist the emergency personnel as much as possible.

Bomb threats received by means other than telephone are to be reported to Public Safety at 2111.

Bomb Threat Checklist

Fill out completely, immediately after or during threat

Date		Time		Name			
Questions to ask							
1. When is the bomb going to explode?							
2. Where is it right now?							
3. What does it look like?							
4. What kind of bomb is it?							
5. What will cause it to explode?							
6. Did you place the bomb?							
7. Why?							
8. What is your address?							
9. What is your name?							
10. Where are you now?							
For Recipient of Call							
Sex of caller					Age		
					Length of call		
Did the caller appear familiar with the premises?							
Caller's Voice: Circle best description							

accent			distinct			lisp		angry
distinguished			loud			Calm		Excited
slow slurred			clearing throat			ragged nasal		soft
cracking voice			familiar rapid			stutter		crying
deep breathing			raspy			Laughing		deep voice
If familiar, whom did it sound like?								
Background Sounds: Circle applicable sounds								
animal sounds			house noises			office machines		Motor
booth sounds			Local call			PA system		long distance
static			crockery (dishes)			clear sound		street noise
factory noises			music			voices		other:
Threat Language: Circle best descriptions								
foul			well- spoken (English)			taped		Incoherent
irrational			message read by threat maker:					
Other:								