I. Bomb Threats

A. Institutions must establish procedures to manage bomb threats. If an institution is the recipient of a “bomb threat,” there is the danger that such a threat could be real, and the following procedures will be followed when a bomb threat is received or an actual bomb is discovered.

1. General Bomb Threat Guidelines

a. Any individual receiving a bomb threat call should do the following:

(1) Remain calm and keep the caller on the line as long as possible. Ask the Caller to repeat the message and record every word.

(2) If the Caller does not indicate the location of the bomb or the time of detonation, ask for this information.

(3) Advise the Caller that the building is occupied and detonation could result in death or serious injury to innocent people.

(4) Pay particular attention to background noises, such as motors running, music, or any other noises which may indicate the location from which the call is being made.

(5) Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or unusual characteristics, and complete threat data form.

(6) If the Caller can be kept talking, ask specific questions as indicated on the attached Bomb Threat Report.

(7) It is desirable, but not always practicable, to have more than one person listen in on the bomb threat call.

(8) Immediately notify the Campus Police or local law enforcement.

b. Campus Personnel

(1) A bomb threat report will be supplied to the President or Director and Chief of Campus Police or local law enforcement. The person receiving the threat will attempt to:

(a) Obtain all the information requested on the report.

(b) Document all information the caller is willing to give.

(c) Listen and document any background noises, which might be of assistance to investigators.

(d) Have a co-worker immediately notify the Campus Police or local law enforcement on another extension.

c. Campus Police 911 Dispatcher or Alternate Personnel

(1) A bomb threat report will be filled out whether receiving the bomb threat directly or indirectly.

(2) Dispatcher will immediately dispatch an officer to the scene.

(3) Notify ranking officer on duty.

d. Officer(s) will

(1) Respond to the area/building in question.

(2) Activate the chain of command by notifying the appropriate personnel.

(3) Establish a command post in or close to the threatened area(s). (A command post can be a police car only.)

(4) Assign an officer to interview recipient.

(5) Request that the institutional official(s) in charge of the threatened building report to the command post.

(6) Procedures for Evacuation Decision

(7) Review known facts and decide whether an evacuation is appropriate. Evacuation upon receipt of a threat is not an automatic decision, but depends upon perceived credibility of the threat.

(8) When appropriate, the threatened area will be searched without evacuation and with as little disruption as possible. (9) As a threat’s credibility increases, a decision to evacuate the affected area may be made by designated officials.

(10) Contact an administrator in the threatened building to conduct a preliminary search of the area, utilizing employees in the building. Employees will know what is out of place, what belongs, and what does not. As many officers as possible will assist in the search.

(11) Do not operate cell phones or pagers as they could trigger some types of explosives.

(12) Ensure that everyone knows not to touch anything suspicious.

(13) Establish an open telephone line with the dispatcher. Elicit assistance from employees.

(14) Relate pertinent information to the chief or senior officer on duty so that he/she may contact the appropriate administrator to determine if the area needs to be evacuated.

(15) The decision to evacuate will be made by the institutional or local law enforcement police officer in charge on site in consultation with the building representatives. If the building is a residence hall, then the highest ranking administrator in the Office of Residence Life or designee will be consulted regarding the decision.

e. Evacuation Procedures

(1) Appropriate administrator must be notified so arrangements can be made for the scheduled classes in that area to meet at an alternate location.

(2) Appropriate administrator(s) should direct students and faculty to a specific area for accountability.

(3) Evacuation should be orderly in fashion with one area at a time exiting.

(4) First evacuate any area where a suspect item is found.

(5) Then evacuate from the highest floors and work down.

(6) Do not empty entire building at once. This could cause panic.

f. Search Procedures

(1) After evacuation, a more thorough search of the area will be completed to ensure that no one remains in the building and for further evidence of a possible bomb.

(2) If a bomb or suspect package is found, the law enforcement officials on the scene will notify the local bomb squad unit and local law enforcement.

(3) Officers will enlarge the outside perimeter to include parking lots or roads close to the buildings.

(4) When bomb specialists arrive, they will decide if the fire department and ambulance service should be called.

(5) Officers will assist the specialist in any way possible and will remain in the area to secure the perimeter.

(6) If no evidence of a bomb is found, the chief or senior officer will contact the appropriate administrator to determine how long the building should remain closed. As a general rule, the building should remain closed until after the reported detonation time.

g. Special Events

(1) The event coordinator on duty will coordinate with the officer(s) working the special event and advise them of the bomb threat.

(2) The Dispatcher will notify the Chief and follow his directions for further notifications.

(3) If the Chief is not available, the dispatcher is to notify the event coordinator working the event for direction.

(4) If the area is to be evacuated, the event coordinator in charge will announce it over the public address system.

(5) Personnel will be stationed at each seating area to point out the nearest exit and direct people to leave in an orderly fashion —one row at a time, it possible.

BOMB THREAT REPORT

INSTRUCTIONS: BE CALM. BE COURTEOUS. LISTEN, DO NOT INTERRUPT THE CALLER. NOTIFY YOUR IMMEDIATE SUPERVISOR. TALK TO NO ONE OTHER THAN INSTRUCTED BY YOUR SUPERVISOR.

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE NO.

DISPLAYED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Note whether caller is on campus line, transferred in, or off campus.)

LOCATION DISPLAYED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXACT WORDS OF PERSON PLACING CALL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QUESTIONS TO ASK:

When is the bomb going to explode?

Where is the bomb right now?

What kind of a bomb is it?

What does the bomb look like?

Why was the bomb placed?

Who placed the bomb there?

TRY TO DETERMINE THE FOLLOWING:

Caller’s Identity:

Male Female (Circle One)

Adult Juvenile (Circle One)

Years of Age:

Voice: Loud Soft High Pitch Deep Raspy

Pleasant Intox./ Drugged (Circle all that apply)

Accent: Local U.S. Foreign Regional (Circle all that apply)

Speech: Fast Slow Distinct Distorted Nasal

Stutter Slurred Lisp (Circle all that apply)

Language: Excellent Good Fair Poor Foul (Circle all that apply)

Manner: Calm Angry Rational Irrational

Coherent Incoherent Deliberate (Circle all that apply)

Back-ground noises: Office Machine Factory Machine Train or Airplane

Traffic Music Quiet

Animal Party Atmosphere (Circle all that apply)

Person Receiving Call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_