

# **BOMB THREATS**

For a variety of reasons, universities have increasingly become the targets of bomb threats. The University treats all threats as real and actively responds to any credible bomb threat. Employee awareness and preparation continue to be the most effective tools we have to deter and respond to bomb threats. A bomb threat could be received by any University community member.

## **I. TYPES OF BOMB THREATS**

A bomb threat could be delivered by telephone, notes, postal or electronic mail, in person, or any other method open to the imagination of the responsible person(s).

## **II. BOMB THREAT PROCEDURES**

### **Telephone Bomb Threat Checklist:**

Most bomb threats are received by telephone. When a faculty member, a staff member, or a student receives a bomb threat they should try to remain calm and get as much information as possible.

- Ask these questions and document the caller's exact answers, being as specific as possible:
  - When is the bomb going to explode?
  - Where is it located right now?
  - What does it look like?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb? If so, why?
  - What is your name (or group's name)?
  - What is your address and phone number?
  
- Record the following about the call:
  - Time of call
  - Exact words of caller
  - The number the person is calling from
  - Background noise (music, autos, machinery, other voices, cellular phone, etc.)
  
- If possible, determine the following about the caller:
  - Sex (male or female)
  - Ethnicity (White, Black, Hispanic, Asian, Filipino, or other)
  - Approximate age (or adult, teen, or child)
  - Mental condition
  - Organization affiliations
  - Speech (normal, accent, disguised, slow, rapid, slurred, sincere, excited, etc.)

- Immediately after receiving the call, notify the University Police at 9-1-1 from any campus phone and report the incident.
- Refrain from using cell phones or portable radios within 1,000 feet of a suspected explosive device. The radio frequency emitted could be enough to detonate an explosive device should one be present.
- Meet with responding officers to provide any additional information or answer any questions they may have regarding the phone call.
- After notification to the University Police, employees and students should follow the directions of emergency response personnel regarding necessary announcements or evacuations.
- **Any evacuation ordered due to a bomb threat is mandatory.** All occupants of the area being evacuated shall immediately move towards a safe exit and remain outside the area until it is deemed safe to re-enter. **Only authorized personnel are allowed at the incident site.**
- In the event of an evacuation, if it is determined that a sweep for evidence/devices is necessary, employees may be asked to conduct a sweep (with authorized police personnel) in areas where they are most qualified to identify items which do not belong.
- **Under no circumstances should any suspicious items be touched, moved, or tampered with by anyone other than a specially trained emergency responder.**

**Suspicious Package(s) Checklist:**

- Immediately report the item to the University Police at 9-1-1 from any campus phone.
- Refrain from using cell phones or portable radios within 1,000 feet of a suspected device. The radio frequency emitted could be enough to detonate an explosive device should one be present.
- **Under no circumstances should the package be touched, moved, or tampered with by anyone other than a specially trained emergency responder.**
- Meet with responding officers to provide any additional information or answer any questions they may have regarding the phone call.
- After notification to the University Police, employees and students should follow the directions of emergency response personnel regarding necessary announcements or evacuations.
- **Any evacuation ordered due to a bomb threat is mandatory.** All occupants of the area being evacuated shall immediately move towards a safe exit and remain outside the area until it is deemed safe to re-enter. **Only authorized response personnel are allowed at the incident site.**

**E-mail Bomb Threat Checklist:**

- Immediately report the threat to the University Police at 9-1-1 from any campus phone.

- Refrain from using cell phones or portable radios within 1,000 feet of a suspected device. The radio frequency emitted could be enough to detonate an explosive device should one be present.
- Read bomb threat message to University Police Dispatch exactly as written.
- Report the identity of the sender, the date and time the e-mail was received, who the message is intended for, who received carbon copies, and the subject line from the e-mail message.
- Do not respond to the sender.
- Do not delete the bomb threat message.
- Print a copy of the bomb threat message, if possible.
- Meet with responding officers to provide any additional information or answer any questions they may have regarding the email.
- After notification to the University Police, employees and students should follow the directions of emergency response personnel regarding necessary announcements or evacuations.
- **Any evacuation ordered due to a bomb threat is mandatory.** All occupants of the area being evacuated shall immediately move towards a safe exit and remain outside the area until it is deemed safe to re-enter. **Only authorized emergency response personnel are allowed at the incident site.**
- In an event of an evacuation, if it is determined that a sweep for evidence/devices is necessary, employees may be asked to conduct a sweep (with authorized police personnel) in areas where they are most qualified to identify items which do not belong.
- **Under no circumstances should any suspicious items be touched, moved, or tampered with by anyone other than a specially trained emergency responder.**

### III. UNIVERSITY POLICE RESPONSIBILITIES

- Upon receipt of a bomb threat, the University Police will evaluate the information in terms of past threats, feasibility, time frames, information from other law enforcement or intelligence gathering organizations, and other relevant factors to determine the appropriate response.
- The University Police will be responsible for completing all required reports, assisting in or performing a full criminal investigation into the incident, as well as notifying the appropriate University Administrators of the incident.
- Upon receipt and confirmation of a credible bomb threat, the University Police Chief or her/his designee shall contact the Emergency Operations Executives (Vice President for Administration and Finance, and the Environmental Health & Safety Officer) as soon as is practical without hampering response efforts.

### IV. RETURN TO NORMAL OPERATIONS

If the incident has resulted in the evacuation of part or all of a campus building(s), those areas will remain closed until the University Police can determine the following:

- The area is safe to occupy.
- All immediate police and rescue activity has been completed.
- All crimes scene investigations have been completed.