

Bomb Threats

Campus Security Services Emergency Number: 721-7599

GUIDELINES IN THE EVENT OF A BOMB THREAT OR SUSPICIOUS PACKAGE

(from Campus Security Services Brochure #5)

Overview

BOMB THREATS ARE USUALLY VIA TELEPHONE BUT CAN BE RECEIVED THROUGH OTHER MEANS.

NOTE: You may want to print this page and keep available in your office.

Response

- The person receiving the bomb threat should remain calm and attempt to obtain as much information as possible from the caller (REFER TO BOMB THREAT CHECKLIST, below)
- Call Campus Security Services at 721-7599. They will determine if a building evacuation is required.
- Inform your supervisor and/or Department Head.

Written ThreatIf you receive a written threat:

- Immediately report the incident to your supervisor.
- Do not raise a general alarm.
- Save all material for forensic examination by Police, including the envelope or container, and avoid unnecessary handling.

Suspicious Packages

If you spot a suspicious object or package:

- Report it immediately to Campus Security Services.

- Advise your supervisor and/or Department Head.
- Do not touch or move the suspicious object or package under any circumstances.
- Be aware of the possible existence of additional suspicious objects or packages.
- Do not operate cellular phones within 30 meters of the object.
- Open all windows in the immediate area.
- Evacuate the immediate area.

Evacuation

If instructed to evacuate:

- Move to your Department's Emergency Evacuation Site.
- Do not re-enter the building until instructed to do so by Campus Security Services or the Police Officer in charge.

Bomb Threat Checklist

The person receiving the bomb threat should remain calm and attempt to obtain as much information as possible from the caller

a.When is the bomb going to explode? _____

b.Where is it right now? _____

c.What does it look like? _____

d.What will cause it to explode? _____

e. Did you place the bomb? _____

f. Why? _____

g. What is your address? _____

h. What is your name? _____

Exact wording of the threat: _____

Sex of Caller: ____ Accent or Dialect: _____ Estimated Age: ____

Length of Call: _____ Phone # at which call is received: _____

Time: _____ a.m./p.m. Date: _____

Caller's Voice (Circle all that apply):

Calm - Angry - Nasal - Excited - Slow - Rapid - Soft - Loud - Normal - Laughter - Crying - Deep - Distinct - Slurred - Stutter - Lisp - Raspy - Ragged - Disguised - Clearing Throat - Familiar - Deep breathing - Accent - Cracked voice.

If voice is familiar, who did it sound like? _____

Background Sounds (Circle all that apply):

Static - Clear - Street Noises - Music - Motor - Animal Noises - Voices - PA System - House Noises - Booth - Local - Long Distance - Factory Machinery - Office Machinery

Other: _____

Threat Language (Circle all that apply):

Foul - Well Spoken (educated) - Irrational - Message read by threat maker - Taped - Incoherent

Remarks: _____

Key points

Persons receiving a bomb threat by telephone must remain calm and courteous.

- LISTEN to the caller and do not interrupt, except to prolong the conversation in order to get as much information as possible.

- ATTRACT THE ATTENTION of another employee, and have him/her stand by to assist.

- IMMEDIATELY INFORM your supervisor who will activate the notification procedure, or if no supervisor, call Campus Security Services at 721-7599.

- STAY ON THE LINE until the caller is finished, or you are at risk.

