BOMB THREAT

Bomb threats are assumed to be real and considered a threat to the university and its operations. If an explosion occurs at any time, immediately report the explosion by dialing 7777 on a campus landline or use a campus emergency blue lighted phone or dial 860-768-7777 on your cell phone.

What to do IF YOU RECEIVE A THREAT

Incident bomb threats are usually received by telephone, sometimes by note or letter. Most bomb threats are made by callers who want simply to create an atmosphere of anxiety and panic — but all calls must be taken seriously. If you receive a threat of any kind, immediately call the Department of Public Safety. If possible, get a coworker to do this while you continue talking with the caller. Permit the caller to say as much as possible without interruption. THEN ask a lot of questions:

- Where is the bomb?
- When is the bomb going to go off?
- What kind of bomb is it?
- What does the bomb look like?
- What will cause the bomb to go off?

Record what you Hear

Take notes on everything said and on your observations about background noise, voice characteristics, caller’s emotional state, etc. Use the Bomb Threat Check List on the following page. Write down the callers exact words. Also record the exact time that the call was received as well as the following information about the caller:

- The perceived sex, age, accent, and education of the caller.
- The location of the caller and any background noises that you hear.
- A description of the caller’s attitude.
- A description of the caller’s style of speech, speech impediments, or speech traits.
- Trained emergency personnel will advise you if evacuation is necessary. Follow instructions given by emergency personnel.

What to do if you see a SUSPICIOUS PACKAGE

If there has been a threat, and you see a package or foreign object, DO NOT touch it. From a landline phone, immediately dial 7777 on a campus landline or use a campus emergency blue lighted to report any unusual objects or items. Read the section in this booklet on Suspicious Packages to learn more about how to identify suspicious mail and what to do if you believe you have encountered such items.

Note: Building Evacuations will be based upon available information and the evaluation of responding professional.
BOMB THREAT CHECK LIST

Date: ___________ Time Call Received: ___________ Time Call Terminated: ___________

Number where call was received: ___________ Who received the call? _____________

Exact Wording of the Threat: ______________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

WHEN POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS

“When is the bomb going to go off?” _____________________________________________

“When is the bomb right now?” _________________________________________________

“What does it look like?” _______________________________________________________

“What kind of bomb is it?” _____________________________________________________

“What will cause it to explode?” ________________________________________________

“What is your name?” _________________________________________________________

“Did you place the bomb?” _____________________________________________________

“Why?” _____________________________________________________________________

“What is your address?” _______________________________________________________

“Is there a special way to identify the bomb?” _____________________________________

____________________________________________________________________________

Other: _______________________________________________________________________

Describe the caller’s voice (check how he/she sounds)

____Calm ____Angry ____Excited ____Slow ____Ragged/Raspy ___Laughter ____Crying ___Normal
____Distinct ____Deep Breathing____ Stutter ____Lisp ____Fast ____Familiar ____Clearing Throat____

Nasal ____Deep ____Disguised ____Accent ____Cracked Voice

____Soft ____Slurred ____Loud ____Other: __________________________________________
Describe the caller’s language

____Well Spoken ____Incoherent ____Irrational ____Message Read by Threat Maker

____Taped Message ____Foul Language

Remarks:____________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Describe the background sounds (check the sounds you hear)

____Street Noises ____Animal Noises ____Office Machinery ____Voices ____Music

____Motor ____House Noises ____Factory Machinery ____Clear

____Static: PA System or Local? ____Other:________________________________________