

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.

University of Hartford Emergency Guide

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?” _____

“Where 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: _____

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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: _____