

1. Bomb Threat

Initial Response

- If you receive a bomb threat telephone call, remain calm and obtain as much information as possible. (See Bomb Threat Checklist below for detailed instructions.)
- If possible, have someone else contact a college official during the call. If no one else has contacted a college official, contact one straightaway after the caller has ended the call.
- If the threat was left on your voice mail, do not delete it.
- If you receive a written bomb threat, ensure that the document is handled as little as possible and pass it on to a college official. If the written bomb threat is received by electronic means, save it to your computer.
- Inform the immediate supervisor within your work area.
- The first college official contacted will assess and investigate the situation, as appropriate, and determine whether to notify law enforcement or other external agencies. The initial college official may involve other college personnel as necessary or appropriate.
- Wait for and follow instructions from the initial college official, other college staff, or law enforcement.
- Pursue evacuation if instructed. (See Appendix B) General Instructions
- Await and follow instructions from the initial college official, other college personnel, or law enforcement.
- Pursue evacuation if instructed. (See Appendix B)

Special Considerations

- A bomb threat may result in an explosion or a fire. If this occurs, see the Explosion section or the Fire section of this Appendix, as appropriate.
- If a bomb threat results in physical compromise to a building or facility on campus, contact a college official to assess damage or compromise to any hazardous materials in the building/facility.

Bomb Threat Checklist

Remain calm. Collect as much facts as possible regarding the bomb and the caller. If possible, have someone else contact a college official. If no one else has contacted a college official, notify a college official directly after the caller has ended the call.

Time:

Call Received:

Call Ended:

Caller's Exact First Words (ask caller to repeat if necessary):

Questions to ask

1. When is the bomb going to explode?
2. Where is the bomb located?
 - a. What building?
 - b. What floor?
 - c. What room or area?
3. What kind of bomb is it?
4. What does it look like?
5. What will cause it to explode?
6. Why has the bomb been planted?
7. Did you place the bomb?
8. Where are you calling from?

Caller's Voice

- Male
- Female
- Young
- Old
- Deep
- High
- Calm
- Nervous
- Rough
- Refined
- Angry
- Excited
- Rapid
- Slow
- Slurred
- Distraught
- Loud
- Quiet

Any Accent?

Familiar Voice?

Whose?

Any background noises?

Other information:

Your Name

Telephone Number Called