



Emergency Reference Guide

BOMB THREAT

For a variety of reasons the University may become the target of a bomb threat. The University treats all threats as real and actively responds to any credible bomb threat.

Campus Community

Telephone Bomb Threats

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

- Use the following Bomb Threat Checklist to get as much information as possible from the caller. At the minimum try to get the following information:
 - Where is the bomb?
 - When will the bomb explode?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Why did you choose this location?
 - Do you want to hurt people?
 - What is your name (or groups' name)?

- In addition try to determine the callers:
 - Sex
 - Ethnicity
 - Approximate age
 - Tone of voice
 - Mental condition
 - Accent
 - Organization affiliations
 - Speech mannerisms
 - Listen for background noises



- Immediately after receiving the call notify the University Police at 9-1-1 from any campus phone and report the incident.
- Meet with responding officers to provide any additional information or answer any questions they may have regarding the phone call.

Suspicious packages

Whenever faculty, staff, or a student discover a suspicious package or object the following guidelines should be followed:

- Immediately report the item to the University Police at 9-1-1 from a campus phone.
- ***Under no circumstances should the package be touched, moved, or tampered with by anyone other than a specially trained emergency responder.***
- Refrain from using cell phones or portable radios within 1000 feet of a suspected 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 device.
- Any evacuation ordered due to a bomb threat is ***mandatory***. All inhabitants of the area being evacuated will *immediately* move towards a safe exit and remain outside the area until it is deemed safe to enter.
- If an actual explosion occurs see Explosions for further information.
- For more information on recognition of suspicious packages see Terrorism

University Administration / University Police

- The University Police are responsible for determining the credibility of any bomb threat. All actions taken will be based on the credibility of the threat coupled with the evidence on hand at the time of the incident.
- The University Police will utilize a three level response model when responding to any bomb threat. Each level is designed to provide measured and appropriate actions, which maximize the safety of people while minimizing the disruption to the campus community
- The University Police will be responsible for completing all required reports, assist in or perform a full criminal investigation into the incident, as well as notify the appropriate University Administrators of the incident.



- Upon receipt of, and confirmation of, a credible bomb threat the University Police Chief or his/her designee shall contact the Emergency Operations Executive (Vice President for Administration and Finance) as soon as is practical without hampering response efforts.

Return to Normal Operations

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

- The area is safe to occupy
- All immediate police and rescue activity has been completed.
- Any and all crime scene investigations have been completed.
- There is no longer a need to keep the area closed.

NOTE: Due to the complexities involved in the preservation, collection, and investigation of evidence some areas may remain closed longer than others.