

EMERGENCY PROCEDURES

BOMB THREAT

Description

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please DO NOT attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible, as this is evidence that should be turned over to the University of Virginia Police. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions are provided with that assumption.

Immediate Action

- Remain calm and if able, please refer to the attached Telephone Bomb Threat Checklist. If applicable, pay attention to your telephone display and record the information shown in the display window.
- The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
- While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
- Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
- Attempt to obtain information on the location of a device (building, floor, room, etc.).
- Attempt to obtain information on the time of detonation and type of detonator.
- Immediately after the caller has ended the call, notify the University of Virginia Police at 911.
- If the threat was left on your voice mail, do not erase.
- Notify the immediate supervisor within your work area.

Decision

The decision to evacuate a University facility shall be made after a thorough evaluation of the information available, including but not limited to:

- Nature of the threat
- Specificity of location and time of detonation
- Circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.)
- Discovery of a device or unusual package, luggage, etc.

The University of Virginia Police or other police unit will dispatch a search team and will organize the search. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Persons leaving the building should report to a specified location for further instructions.

BOMB THREAT CHECKLIST

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 Soft
- Laughter Crying Normal Distinct Deep Breathing Slurred
- Stutter Lisp Fast Familiar Clearing Throat Loud
- Nasal Deep Disguised Accent Cracked Voice Other _____

Describe the caller’s language

- Understandable 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?