

NUMBER: LESA 1.03  
SECTION: Law Enforcement and Safety  
SUBJECT: Bomb Threat  
DATE: November 1, 2006  
REVISED: February 18, 2016  
Policy for: Columbia Campus  
Procedure for: Columbia Campus  
Authorized by: Senior Vice President for Administration and Chief Operating Officer  
Issued by: Law Enforcement and Safety

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I. Policy:

The University requires all recipients of bomb threats to report such threats to appropriate officials according to the procedure outlined below.

II. Procedure

A. The recipient of the threat should remain calm and obtain as much information as possible from the caller. If possible, write the information down exactly as it is given and ask the following questions:

1. Where is the bomb?
2. When is the bomb going to explode?
3. What does the bomb look like?
4. What kind of bomb is it?
5. Did you place the bomb?
6. Why?
7. What is your name?

Try to determine the age, race, and gender of the caller.

Voice Characteristics:

_____	calm	_____	raspy	_____	laughter
_____	nasal	_____	rapid	_____	deep breathing
_____	angry	_____	deep	_____	crying
_____	stutter	_____	soft	_____	cracking voice
_____	excited	_____	ragged	_____	familiar

\_\_\_\_\_ lisp                      \_\_\_\_\_ slow                      \_\_\_\_\_ clearing throat  
\_\_\_\_\_ loud                      \_\_\_\_\_ accent                      \_\_\_\_\_ whispered  
\_\_\_\_\_ slurred                      \_\_\_\_\_ normal                      \_\_\_\_\_ disguised

Sounds:

\_\_\_\_\_ street noises                      \_\_\_\_\_ factory machinery  
\_\_\_\_\_ animal noises                      \_\_\_\_\_ clear background voices  
\_\_\_\_\_ house noises                      \_\_\_\_\_ vehicle/motor noises  
\_\_\_\_\_ PA systems                      \_\_\_\_\_ telephone booth

Was the threat?

\_\_\_\_\_ taped                      \_\_\_\_\_ well spoken                      \_\_\_\_\_ irrational  
\_\_\_\_\_ vulgar                      \_\_\_\_\_ read from a script

It may be helpful to inform the caller that the building is occupied and the detonation of a bomb could result in death or injury to innocent people.

B. Immediately notify the University Police Department using the **EMERGENCY TELEPHONE LINE 911**. **Give the Communications officer:**

1. the exact wording of the threat.
2. any timelines and/or demands made by the caller.
3. the time you received the call.
4. all identifying characteristics of the caller.
5. the telephone number on which the threat was received.
6. your name, room number and a telephone number where you can be reached.

C. The recipient of the threat should take no other action until members of the Division of Law Enforcement and Safety arrive or instructions are given over the telephone by the Communications officer. The evacuation of the building, if required, will be ordered by a member of the Division of Law Enforcement and Safety in person or by telephone.

D. University personnel who are in any way involved with a bomb threat are not authorized to make any statement to the press or news media. All inquiries are to be referred to the University Office of Communications and Public Affairs.

III. Reason for policy changes:

Policy updated with current titles and contact information.