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
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.