

Bomb Threat

If bomb threat is received by phone:

- Take the caller seriously and remain calm.
- Try to keep caller on the phone by asking questions:
 - When will it explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Where did you leave it?
 - Did you place the bomb?
 - Who is the target?
 - Why did you plant it?
 - What is your address?
 - What is your name?
- Observe the caller's:
 - Speech patterns (accent, tone)
 - Emotional state (angry, agitated, calm, etc.).
 - Background noise (traffic, people talking and accents, music and type, etc.).
 - Age and gender.
- Listen carefully: don't interrupt the caller or hang up. Take notes.
- Provide phone call notes to UNTPD at the scene.
- If possible, write a note to a coworker asking him/her to "call 911 to report a bomb threat".
- Call 911 immediately once the call has ended to report the details.

If bomb threat is received by mail:

- Stop additional handling of the letter or parcel.
- Call 911 immediately.

If bomb threat is received by email:

- Call 911 immediately.
- Print a copy for UNTPD.
- Do not delete the message.

In any bomb threat situation:

- Check work area for unfamiliar items. Do NOT touch suspicious items.
- Do NOT use 2-way radios or cell phones in the area.
- UNTPD will determine if evacuation is necessary.
- If instructed to do so, initiate building evacuation. Do NOT activate fire alarm.
- Leave doors and windows open; do NOT turn light switches on or off.
- Use stairs only; do NOT use elevators.
- Secure area if possible, allowing entry to emergency responders only.
- Once outside, follow the directions of first responders.
- Wait for emergency response personnel to authorize that it is safe to reenter affected area.
- Notify your supervisor or department head of bomb threat if they were not in the area when it occurred.