

## **BOMB THREAT**

- A. Receipt of Threat by Telephone
  - 1. Person receiving a phone call involving a bomb threat or a threat against an individual should attempt to keep the caller on the telephone as long as possible and obtain as much information as possible from the caller. This information is invaluable in determining the validity, urgency, and nature of the threat, and consequently in determining what action is appropriate in response to that threat.
  - 2. Alert someone else while still on the telephone with the caller to notify campus police about the threat.
  - 3. Record **EXACT WORDS** of the caller on the Bomb Threat Information Sheet. Write down the exact words as soon as possible so they will not be forgotten or distorted.
  - 4. Person receiving such calls should be aware of the following guidelines and suggestions:
    - a. Be calm; be courteous; listen; do not interrupt the caller; write down notes on any paper available, preferably on the bomb threat information sheet.
    - b. Try to keep the caller on the line as long as possible in order to obtain as much information or characteristic comments or accents as possible. Pretending to have a bad connection can do this.
    - c. Ask the caller to repeat the message. Attempt to determine the type of device, what it looks like, where it's located, what time it will go off, etc.
    - d. Pay particular attention for any strange or peculiar background noises, such as a motor running, background music and type of music, train whistle, sirens, and any other noises which might provide clues as to the place from which the call was being made.
  - 5. Listen closely to the voice (male/female) (young/mature) for voice quality, accents, speech impediments, or words/phrases used repeatedly.
  - 6. After receipt - What to Do!!
    - a. Immediately notify the Campus Police at 3-2233 or 3-2728.
    - b. Immediately after notification, complete the Bomb Threat Information Sheet as completely and as accurately as possible. If the report form is not available, record as much information as possible on paper.
    - c. Notify your immediate supervisor of the fact that you received a threatening phone call and have already notified Campus Police.
    - d. After completion of the Bomb Threat Information Sheet, remain at your location until the Campus Police arrive. They will interview you regarding the call and take your completed Bomb Threat Information Sheet.
- B. Handling Public and News Media
  - 1. The purpose is to provide the public and news media with accurate information and to see that incorrect statements from uninformed sources do not precipitate additional bomb threat calls. Public Information Team will be in charge of information dissemination.
  - 2. All NDSCS employees are instructed not to discuss the situation with news media or other outsiders. Inquiries should be courteously and tactfully directed to the Public Information Team.
- C. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!!** Clear the area and immediately call the Campus Police at 3-2233.

# BOMB THREAT INFORMATION SHEET

DATE: \_\_\_\_\_ TIME CALL RECEIVED: \_\_\_\_\_ CALL ENDED: \_\_\_\_\_

PERSON RECEIVING CALL: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

CALL REPORTED TO: \_\_\_\_\_

1. Attempt to keep caller on the line
2. Advise co-worker to immediately;
  - a. Contact Campus Police at 671-2233.
  - b. Attempt to listen on the same line.
3. Calmly ask the caller the questions below.
4. Complete the form as detailed as you can. Give initial impressions and/or circle detail as circumstances permit.

EXACT WORDS OF CALLER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Questions to Ask:**

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

**CALLERS VOICE (circle)**

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? \_\_\_\_\_

**BACKGROUND NOISES (circle)**

Quiet	Voices	Partying	Office Machines	Street Traffic
Trains	Animal Noises	Noisy	Music	Farm Machinery
Highway Traffic	Mixed	Factory Machines	PA System	Static
Long Distance	Other			