BOMB THREAT

1. Bomb threats usually occur by telephone. Try to keep the caller on the line as long as possible.

2. The person receiving a bomb threat should remain calm and attempt to obtain as much information as possible from the caller by using the checklist given on the following page.

3. Call Campus Police [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200] giving name, location, and telephone number. Inform Campus Police of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and the time when you received the call.

4. Inform your supervisor and/or department head.

5. Campus authorities and/or local supervisors will be responsible for building evacuation.

6. If you see a suspicious object, package, etc., report it to authorities, but under no circumstances should you touch it, tamper with it, or move it in any way.

7. If instructed to evacuate, move a safe distance away from the building to the designated meeting area. If inclement weather conditions exist, you may move to another building a safe distance away. Do not re-enter the building until instructed by authorized personnel that it is safe to do so.
**Bomb Threat Checklist**

Questions to ask:

**Exact wording of the threat:**

1. Where is the bomb located? ______________________
2. What time is it set to go off? ______________________
3. What does the bomb look like? ______________________
4. What kind of bomb is it? ______________________
5. What will cause it to explode? ______________________
6. Did you place the bomb? ______________________
7. Why? ______________________
8. What is your address? ______________________
9. What is your name? ______________________
10. Sex of caller: ________ Age: ________ Race: ________

Length of call: ________ : ________ : ________

**CALLERS VOICE:**

- Calm
- Angry
- Excited
- Slow
- Deep breathing
- Loud
- Laughing
- Crying
- Normal
- Distinct
- Nasal
- Stutter
- Lisp
- Raspy
- Deep
- Ragged
- Disguised
- Accent
- Soft
- Cracking voice
- Caller ID on phone?
- Familiar, if voice is familiar, who did it sound like?

**Background Sounds:**

- Street noises
- Crockery
- Voices
- PA system
- Booth/ Cell
- Music/TV/Radio
- House noises
- Motor
- Office machinery
- Factory Machinery
- Animal noises
- Clear
- Static
- Local
- Long distance
- Other: __________

**Threat language:**

- Well-spoken (educated)
- Foul
- Irrational
- Incoherent
- Taped
- Message read by threat maker.

**REMARKS:**

Fill out completely, immediately after bomb threat. Date: ________ / ________ / ________

Phone Number: __________________________

Name: ____________________________ Position: __________________________
SECTION V: BOMBS (LETTER OR MAIL BOMBS)

1. The U.S. Postal Service has identified some common characteristics of letter and parcel bombs:
   A. Type mail: Foreign, Priority, Special Delivery;
   B. Restrictive endorsements: Confidential, Personal, To Be Opened by Addressee Only;
   C. Visual distractions: Fragile, Rush, Handle with Care;
   D. Excessive postage (usually postage stamps);
   E. Fictitious or no return address; incorrect titles; titles but no names; misspellings of common words;
   F. Oily stains or discolorations;
   G. Excessive weight or uneven weight distribution;
   H. Excessive binding material: masking, electric or strapping tape, string, twine;
   I. Rigid, lopsided or uneven envelope;
   J. Protruding wires, screws or other metal parts.

2. If you are suspicious of a mailing, follow these guidelines issued by the postal service:
   A. Do not open the article.
   B. Isolate the article and evacuate the immediate area.
   C. Do not place article in water or a confined space.
   D. If possible, open windows in immediate area to assist in venting potential explosive gases.
   E. Call Campus Police. [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200]