

SAU 19 Bomb Threat Protocol

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with this checklist.

- ❖ Remain calm
- ❖ Keep caller on the phone as long as possible
- ❖ Do not hang up – even after the caller does
- ❖ Listen carefully
- ❖ Be polite and show interest
- ❖ Try to keep the caller talking to learn more information
- ❖ If possible, notify colleague to call police and administration

Date: _____

Time: _____

Caller ID number: _____

Caller gender: _____

Description of voice:

<input type="radio"/> Accent	<input type="radio"/> Cracking voice	<input type="radio"/> Excited	<input type="radio"/> Normal
<input type="radio"/> Angry	<input type="radio"/> Crying	<input type="radio"/> Laughing	<input type="radio"/> Rapid
<input type="radio"/> Calm	<input type="radio"/> Deep	<input type="radio"/> Lisp/stutter	<input type="radio"/> Raspy
<input type="radio"/> Clearing throat	<input type="radio"/> Deep breathing	<input type="radio"/> Loud	<input type="radio"/> Slow
<input type="radio"/> Coughing	<input type="radio"/> Disguised	<input type="radio"/> Nasal	<input type="radio"/> Slurred

Estimated age of caller: _____

Background noises:

<input type="radio"/> animal noises	<input type="radio"/> conversation	<input type="radio"/> office machinery
<input type="radio"/> house noises	<input type="radio"/> music	<input type="radio"/> factory machinery
<input type="radio"/> street noises	<input type="radio"/> motor	<input type="radio"/> local
<input type="radio"/> television	<input type="radio"/> clear	<input type="radio"/> long distance
<input type="radio"/> PA system	<input type="radio"/> Static	<input type="radio"/> Other

Threat language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Ask these questions:

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

Other information:

DISCONTINUE USE OF TWO WAY RADIOS – MAKE ANNOUNCEMENT IF NEEDED

TWO WAY RADIOS CAN DETONATE AN EXPLOSIVE DEVICE

CALL POLICE AND ADMINISTRATION – then notify SAU

Threat assessment; done in collaboration with Police Department:

<p><u>Low Risk Threats:</u></p> <ul style="list-style-type: none"> • The threat is vague and indirect • Information in the threat is inconsistent, implausible or lacks detail • The caller is definitely known and has called numerous times • The threat was discovered instead of delivered (e.g. a threat written on a wall). 	<p>Low risk threats lack realism and pose a minimum risk to the victim and/or public safety. The probable motive is to cause disruption.</p>
<p><u>Medium Risk Threats:</u></p> <ul style="list-style-type: none"> • The threat is direct and feasible • Wording in the threat suggests that the perpetrator has given thought to how the act will be carried out • Threat may include indications of a possible place and time • No strong indication that the perpetrator has taken preparatory steps, although there may be some indirect reference pointing to that possibility • Indication that the perpetrator has details regarding the availability of components needed to construct a bomb • Increased specificity to the threat (e.g. “I’m serious!” or “I really mean this”). 	<p>A medium risk threat has an increased level of realism and could be carried out, although it may not appear entirely realistic.</p>
<p><u>High Risk Threats:</u></p> <ul style="list-style-type: none"> • The threat is direct, specific, and realistic and may include names of possible victims, specific time, or location of the device • The perpetrator provides his/her identity • Threat suggests concrete steps have been taken toward carrying out the threat • Perpetrator makes statements indicating that they have practiced with a weapon or have the intended victim(s) under surveillance 	<p>A high risk threat is direct, specific, and realistic and may include names of possible victims, specific times, or location of the device</p>

Low threat level

- Local response determined

Medium threat level

- local response: secure campus, shelter in place, lockdown, reverse evacuation, controlled release, or evacuate building

High threat level

- local response: secure campus, shelter in place, lockdown, reverse evacuation, controlled release, or evacuate building