

BOMB THREAT CALL PROCEDURES

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

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the University Police Department.
5. If your phone has a display, copy the number and/or letters displayed.
6. Using the Bomb Threat Checklist, write as many details as you can. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact UPD with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 911 from a campus phone or, from a cell phone or off-campus phone, call (936) 468-2608.
- Handle note as little as possible.

If a bomb threat is received by e-mail:

- Call 911 from a campus phone or, from a cell phone or off-campus phone, call (936) 468-2608.
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Poor handwriting
- Stains
- Misspelled words
- Incorrect titles
- Strange odor/sounds
- Foreign postage
- Restrictive notes
- Excessive postage
- Unexpected delivery
- Do not use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Do not evacuate the building until police arrive and evaluate the threat.
- Do not activate the fire alarm.
- Do not touch or move a suspicious package.

EMERGENCY CONTACT

- From a campus phone, call 911.
- From a cell phone or off-campus phone, call (936) 468-2608.

BOMB THREAT CHECKLIST

Date _____ Time _____

Time caller hung up _____

Phone number where call received _____

ASK CALLER

Where is the bomb located?
(Building, floor, room, etc.) _____

When will it go off? _____

What does it look like? _____

What kind of bomb is it? _____

What will make it explode? _____

Did you place the bomb? Yes No

Why? _____

What is your name? _____

EXACT WORDS OF THREAT

INFORMATION ABOUT CALLER

Where is the caller located? (Background and level of noise)

Estimated age of caller _____

Is voice familiar? If so, who does it sound like?

Other points _____

Caller's Voice

- Female
- Male
- Accent
- Angry
- Calm
- Clearing Throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Laughter
- Lisp
- Loud
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds

- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language

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



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