

BOMB THREAT

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please *DO NOT* attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible as this is evidence that should be turned over to the Department of Public Safety. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions will be provided with that assumption.

IMMEDIATE ACTION

1. Remain calm and immediately refer to the attached bomb threat checklist. If applicable, pay attention to your telephone display and record the information shown in the display window.
2. The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
3. While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
4. Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
5. Attempt to obtain information on the location of a device (building, floor, room, etc.).
6. Attempt to obtain information on the time of detonation and type of detonator.
7. **Immediately** after the caller has ended the call, notify the Department of Public Safety (DPS) at **(335-5022)**.
8. If the threat was left on your voice mail, **do not erase**.
9. Notify the immediate supervisor within your work area.

DECISION

The decision to evacuate a University facility shall be made after a thorough evaluation of the information available, including but not limited to:

- The nature of the threat
- The specificity of location and time of detonation
- Circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.)
- Discovery of a device or unusual package, luggage, etc.

The Department of Public Safety will dispatch a search team and will organize the search. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Any employee who wants to leave the building will be permitted to do so. Persons leaving the building should report to a specified location for further instructions. (*See Section XI, Dealing with A Disrupted Work or Academic Environment*).

DECISION MAKER(S)

The decision to evacuate will be made by the Director of Public Safety or designee in consultation with the President and/or appropriate individuals in University administration. (*See Section IX, Evacuation/Refuge Plan for Persons with Disabilities*).

SUBSEQUENT PROCEDURES/INFORMATION

Staff can be of assistance to the Department of Public Safety in several ways. Staff will be more familiar with their work area than the DPS officers. As the search is conducted, staff may be asked to identify boxes or objects in their work area. The importance of good housekeeping will be very apparent at this time. Throughout the year, it is important to keep areas free of unnecessary debris. If an evacuation is necessary, classes will be dismissed. If a device, package, bag, etc. is discovered, the Department of Public Safety will notify the Johnson County Bomb Squad for assistance. The decision to resume normal activities in the building will be made jointly by the Assistant Vice President & Director of Public Safety or a designee in consultation with the president and/or appropriate individuals in University administration. The University of Iowa Police Department will want to interview the person who received the threat.

TELEPHONE BOMB THREAT CHECKLIST

KEEP CALM: Do not get excited or excite others.

TIME: Call received _____ am/pm Terminated _____ am/pm

EXACT WORDS OF CALLER: _____

DELAY: ASK CALLER TO REPEAT.

Questions you should ask:

- A. Time bomb is set to explode? _____
- B. Where located? Floor _____ Area _____
- C. Kind of bomb? _____
- D. Description? _____
- E. Why kill or injure innocent people? _____

Voice description:

___ Female ___ Calm ___ Young ___ Refined
___ Male ___ Nervous ___ Middle-Aged ___ Rough
 ___ Old

Other Descriptors:

Accent ___ Yes ___ No Describe _____
Speech Impediment ___ Yes ___ No Describe _____
Unusual Phrases _____
Recognize Voice? If so, who do you think it was? _____

BACKGROUND NOISE

___ Music ___ Running Motor (Type) _____
___ Traffic ___ Whistles ___ Bells
___ Horns ___ Aircraft ___ Tape Recorder
___ Machinery ___ Other _____

ADDITIONAL INFORMATION

- A. Did caller indicate knowledge of the facility? If so, how? In what way?

- B. What line did call come in on? _____

- C. Is number listed? ___ Yes ___ No Private Number? Whose? _____

Signature _____ **Date** _____

Print: Name _____ **Dept.** _____