

# Pittsburg State University

## Bomb Threat Plan, Procedure And Bomb Threat Data Sheet

### Definition

A bomb is any device capable of producing damage to material, and injury or death to personnel when detonated. A bomb may be "incendiary," causing fire-producing heat and little explosion, or "explosive," causing damage by fragmentation, heat, and blast wave.

### Suspicious Object or Package

- A. If you observe a suspicious object or potential bomb on campus, DO NOT TOUCH.
- B. Clear the area while remaining calm.
- C. Call **911** or notify University Police at 235-4624.

### The Threat

- A. A bomb threat may be received via written message, e-mail, a suspicious package delivered by mail or messenger, or by telephone, the latter being the most frequently used method.
- B. The person making a warning or threatening call could reveal enough information about him/herself so that the recipient could later identify them.

#### **1. Phoned Threat**

- a. Start a recording device if one is available or note the caller I.D. number if available.
- b. Signal another staff member to call **911** or University Police at 235-4624 and then monitor the conversation if possible.
- c. Transcribe the threat.
- d. Fill out as much of the Bomb Threat Data Sheet as possible, including detailed questions.
- e. When the caller hangs up, DO NOT HANG UP THE PHONE. Leave the line open.
- f. Complete any unanswered questions on the Bomb Threat Data Sheet.
- g. Be available after the call for the University Police and the Crisis Response Team to interview you.

#### **2. Written Threat**

- a. Handle the item as little as possible.
- b. Notify University Police at **911** or 235-4624.
- c. Note where the item was found, the date and time you found the item, any situations or conditions surrounding the discovery, and any other person you are aware of who saw the threat.
- d. Secure the original item. If small, place it in a bag or envelope. **DO NOT** fold, crumple, tear, or mark the item in any way. (If it is a large object, secure the area)

#### **3. E-mailed Threat**

- a. Notify University Police at **911** or 235-4624.
- b. Print, photograph, or copy down the message. Include the header of the e-mail.
- c. Save, the e-mail, if you know how to do so.
- d. Leave the e-mail open until assistance arrives.

#### **4. Verbal Threat**

- a. Project calmness, move and speak slowly, quietly and confidently.
- b. When the person who made the threat leaves, note which direction they are going, and notify University Police at **911** or 235-4624.
- c. Note the description of the person who made the threat:
  1. Name, if you know them or if they gave you one
  2. Sex
  3. Type and color of clothing
  4. Body size and height
  5. Hair color
  6. Distinguishing features
  7. Other
- d. Write down the threat exactly as it was communicated to you:
  1. Exact wording
  2. Who made the threat
  3. The date and time of the threat
  4. Where the person who made the threat is now, if known

#### **5. Rumor**

If you overhear a rumor about a bomb or explosive device, threat or incident, write down exactly what you heard, from whom you heard it, and then report the rumor to University Police at **911** or 235-4624.

#### **Explosions**

In the event of an explosion in the building, you should:

- A. Take cover under tables, desks, or other such objects that will give protection against flying glass and debris.
- B. **Call 911** when you feel it is safe to do so.
- C. After the effects of the explosion have subsided, emergency personnel will aid evacuation.

#### **Evacuation**

The building upon receipt of threat may need to be evacuated in a calm and orderly manner according to the Building and/or Campus Evacuation Plan. Emergency personnel and designated university officials will facilitate evacuation.

#### **Conclusion of Proceedings**

The University Police will notify the President or his designee when the search or bomb alert is concluded, and when it is safe to reenter the building.

#### **News Media**

All news media inquiries are to be directed to the Office of Public Relations, 106 Russ Hall, 620-235-4122.

## Bomb Threat Data Sheet

1. On receipt of a bomb threat: **Do Not Panic -- Remain Calm**
  - a. If possible, record the threat and get a number from the Caller ID.
  - b. Signal another person to **call 911** or University Police at 235-4624 and have them monitor conversation if possible.
  - c. Keep the caller on the line as long as possible. When the caller hangs up, **DO NOT HANG UP THE PHONE**. Keep the line open.
  - d. For safety, do not discuss the call with others.
  - e. Please make yourself available to be interviewed thoroughly by University Police and the Crisis Response Team. Fill out the Bomb Threat Data Sheet completely.
  - f. Be certain to speak directly with your supervisor as soon as possible.
  
2. Date: \_\_\_\_\_ Time: \_\_\_\_\_ Caller ID #: \_\_\_\_\_
  
3. Exact Language Used in the Threat: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Ask the caller information concerning the bomb: (Obtain as much detail as possible about the bomb and its location. Request more data by expressing a desire to save lives)
  - a. When is the bomb going to explode? \_\_\_\_\_
  - b. Where is the bomb? Exactly?  
Inside \_\_\_\_\_, Outside \_\_\_\_\_, Details: \_\_\_\_\_
  - c. What does the bomb look like?  
\_\_\_\_\_
  - d. What type of bomb? Explosive \_\_\_\_\_ Incendiary \_\_\_\_\_
  - e. Why was the bomb placed?  
\_\_\_\_\_
  - f. Who planted the bomb?  
\_\_\_\_\_
  - g. Who are you? What is your name?  
\_\_\_\_\_
  - h. What will make the bomb go off?  
\_\_\_\_\_
  
5. Describe the caller: Male *or* Female \_\_\_\_\_ Approximate Age: \_\_\_\_\_
  
6. Could you tell if the call was: Local? \_\_\_\_\_ Long Distance? \_\_\_\_\_ Cell Phone? \_\_\_\_\_
  
7. Was the voice familiar? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how or who? \_\_\_\_\_
  
8. Was the voice disguised? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how? \_\_\_\_\_

9. Background Sounds Heard on the Call: **(circle all that apply)**

Street Noises	Voices	Factory Machinery	Echo
House Noises	PA System	Office Machinery	Static
Vehicle Noises	Music	Trains	Other: _____
Animal Noises	Party	Airplanes	_____
Quiet	Children	Motor	_____

Could you make out anything said in the background? \_\_\_\_\_  
 \_\_\_\_\_

10. Caller's Voice was **(circle all that apply)**

Speed and Pitch	Emotion	Quality	Language
Hurried or Rapid	Distant	Stutter	Accented? _____
Moderately Paced	Excited	Lisp	Well-Spoken
Slow	Angry	Slurred	Foul
Hushed or Quiet	Sad	Whispered	Taped
Loud	Happy	Laughing or Giggling	Incoherent
Deep	Calm	Raspy	Message Read
High-Pitched	Agitated	Nasal	Irrational
Squeaky	Matter-of-Fact	Deep Breathing	Broken
Other: _____	Boastful	Crying	Drunk
	Sincere	Stressed	Other: _____
	Crazed	Whining	
	Other: _____	Clearing Throat	
		Cracking Voice	
		Other: _____	

11. Your Name: \_\_\_\_\_  
 Your Position: \_\_\_\_\_  
 Your Telephone Number: \_\_\_\_\_  
 Was a recording made? Yes \_\_\_\_\_ No \_\_\_\_\_

12. Name of person(s) monitoring the call: \_\_\_\_\_  
 Position of person monitoring the call: \_\_\_\_\_

13. Any other remarks about the call: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_