

EMERGENCY ACTION PLAN

**15. BOMB THREATS**

1. In the event of a bomb threat or other threatening call is received do not dismiss or treat the call as a prank.
2. Do not hang up on telephone threats and try to keep the caller talking to gain as much information as possible (see below list).
3. If possible notify someone nearby that you are talking to an individual making a bomb threat and have the person call the Security Desk Emergency Hot Line on extension 55555.
4. Write down the information contemporaneous with the call and as close to verbatim as you can.
  - Date
  - Time
  - Number on which the call was received?
  - Caller ID displayed?
  - Your Name (printed legibly and sign and date all original notes or forms)
    - Notes should be attached to the original Bomb Threat Form
5. Write down the exact wording of the threat.
6. Ask the following questions and write down the answers:
  - When is the bomb going to explode?
  - Where is the bomb right now?
  - What does it look like?
  - What will cause it to explode?
  - Did you place the bomb?
  - What is your name?
7. Concerning the caller, do you have any opinion as to the person's:
  - Race or ethnicity?
  - Gender?
  - Age?
8. Note your impressions of the caller's voice:
  - Calm       Nasal
  - Angry      Stutter
  - Excited    Lisp
  - Slow       Raspy
  - Rapid      Deep
  - Soft        Ragged
  - Loud       Clearing throat
  - Laughter  Deep Breathing
  - Crying     Cracking voice
  - Normal     Disguised
  - Distinct    Accent
  - Slurred     Familiar

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If the voice sounds familiar, who did it sound like?

9. Did you hear any background sounds:

- |   |  |
|---|--|
| <input type="checkbox"/> Street Noises    | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crockery         | <input type="checkbox"/> Animal noises     |
| <input type="checkbox"/> Voices           | <input type="checkbox"/> Animal noises     |
| <input type="checkbox"/> PA system        | <input type="checkbox"/> Clear             |
| <input type="checkbox"/> Music            | <input type="checkbox"/> Static            |
| <input type="checkbox"/> House noises     | <input type="checkbox"/> Local             |
| <input type="checkbox"/> Motor            | <input type="checkbox"/> Long distance     |
| <input type="checkbox"/> Office machinery | <input type="checkbox"/> Booth             |
| <input type="checkbox"/> Other _____      |  |

10. Your observations of the language used by the caller in his / her threat:

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

11. Remarks: \_\_\_\_\_

12. It is critical that you provide all information to the Guard at the Security Desk as soon as the call is terminated.

- Provide a detailed oral briefing.
- Provide a written Bomb Threat Form.
- Sign, date and attach all original notes to the Bomb Threat Form.

13. Do not leave campus; the police will want to interview you.

- Remain with Security.
- Relocate with Security to the Emergency Operations Center (EOC) at the Central Utility Plant (CUP).
- In the event that the CUP is the target of the threat, remain at the Security Desk or relocated to the alternate EOC located in the Dean of Administrations Conference Room.
  - Await arrival of law enforcement authorities.

14. Important emergency contact numbers for bomb threat notifications:

- Three Rivers Community College Emergency Hotline: Extension 55555
- Three Rivers Community College Security Desk: (860) 215-9053
- Norwich Police Department and Fire Department: 911
- Connecticut State Police, Troop E, Montville: (860) 848-6500
- Connecticut State Police Emergency Services Unit: (800) 842-0200
- Federal Bureau of Investigation: (203) 777-6311
- United States Postal Inspection Service: 24 hour emergency number to contact local duty Inspector 1-877-876-2455 (press option 2).