

BOMB THREATS

If you receive a bomb threat by PHONE:

First and foremost, **TAKE IT SERIOUSLY**. Do the following:

- Remain calm.
- Do not transfer the call.
- Ask the caller the following questions:
 - When is the bomb going to explode?
 - Where is it right now?
 - What type of bomb is it?
 - What does it look like?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
- Note the sex, ethnic background, and age of caller, if possible. Take note of the caller's voice and any background noises.
- **Use the "Bomb Threat Report" (see chart) to record information.**
- **Notify Public Safety (x6450) or local police (911) immediately.**
- Follow the instructions given by Public Safety personnel or local police.
- **Do not touch suspicious objects!**
- Do not create a panic.

Written Bomb Threat

As soon as possible after receiving a bomb threat by note or letter, report it to Public Safety (**x6450 or cell 304-904-2041**) or the local Law Enforcement. If you dial 911, tell the operator you have received a bomb threat, provide all available information, and stay on the line until released by the operator.

NOTE: Do not handle the message any more than absolutely necessary so as not to destroy fingerprints or other identifying marks.

Suspicious Envelope or Parcel Received by Mail

If you have reason to be suspicious of an envelope or parcel, notify your Emergency Contact and Public Safety or local police immediately.

Under no circumstances attempt to open or inspect a questionable item.

Evacuation Procedures

Employees and students should report to assembly area designated by floor supervisor. Await further instruction.

Bomb Threat

Bomb Threat Report

Use the following checklist to record information:

Time: _____ Date: _____

Number at which the call is received: _____

Background information on caller

Gender: _____ Race: _____ Approximate Age: _____

Caller's Voice:

Calm	Slurred	Familiar
Excited	Raspy	Accent
Soft	Nasal	Stutter
Slow	Rapid	Lisp
Laughing	Cracked	Clearing throat
Shrill	Angry	Deep breathing
Disguised	Loud	
Deep	Crying	

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

Background Sounds

Static
Clear
Street noise
Music
Motor
Voices
PA System
House noise
Booth

Threat Language

Foul
Well-spoken
Irrational
Coherent
Taped
Message read

Other

Local
Long distance
Office Machines
Factory Noise
Animal noise
Other _____