

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 checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as long 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 authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much as detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact LUPD immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call (434) 592-3911
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call (434) 592-3911
- Do not delete the message.

Signs of suspicious package:

No return address	Poorly handwritten
Excessive postage	Misspelled words
Strains	Incorrect titles
Strange sounds	Foreign postage
Unexpected delivery	Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package

WHO TO CONTACT
Follow your local guidelines
Liberty University Emergency Communications (LUEC)
(434) 592-3911
or 911

BOMB THREAT CHECKLIST

Date: _____ Time: _____

Time Caller Hung Up: _____

Phone # 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: _____
- Is voice familiar? If so, who does it sound like?

- Other Points: _____

Caller's Voice: (Circle all that apply)

Accent	Angry	Calm
Clearing throat	Coughing	Cracking Voice
Crying	Deep	Deep Breathing
Disguised Distinct	Excited	Female
Laughter	Lisp	Loud
Male	Nasal	Normal
Normal	Ragged	Rapid
Raspy	Slow	Slurred
Soft	Stutter	

Background Sounds: (Circle all that apply)

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: (Circle all that apply)

Incoherent	Message read	Taped
Irrational	Profane	Well-spoken

