

## 8.4 Bomb Threats

All bomb threats must be taken seriously. Bomb threats can be delivered in a variety of ways including in-person, via telephone, or in writing. The most dangerous means is in-person; the most common means is via telephone.

### 8.4.1 In-Person Bomb Threat

The person involved may be unstable and/or delusional and directing the threat at an individual, group, or himself. If a person announces a bomb threat to you:

- Remain calm.
- Do not approach the individual. Never get close enough that you could panic the person or be used as a hostage.
- If possible, try to segregate the individual from others.
- Try to draw the attention of one or two others so they can call (**in order**) 911 and Campus Safety (Dial 3218 or 206-878-3710 extension 3218).
- Talk to the individual in a calm and rational manner; put the person and yourself at ease as much as possible.
- Try to get the individual to speak; let the person do most of the talking; ask questions about the bomb, its location, and description.
- Let law enforcement replace you as the negotiator when they arrive at the scene.
- Once you leave the scene, relay all information to any other officer present.
- Immediately write down everything you remember.
- Remain accessible to law enforcement until you are told to do otherwise.

### 8.4.2 Telephone Bomb Threat

- Remain calm.
- If the caller allows you to talk, ask questions from checklist; keep the caller talking as long as possible.
- Signal a co-worker to call 911 while you continue talking.
- Campus Safety will notify other personnel as required.
- The Supervisor of Campus Safety or designee will facilitate an evacuation of the building, if deemed necessary, with the assistance of the Des Moines Police Department.
- Return to the evacuated building will be allowed **ONLY** after Emergency Response Team gives the “all clear” notification.



## Telephone Bomb Threat Checklist

The Bureau of Alcohol, Tobacco & Firearms has published the following checklist to be completed any time a bomb threat is received by telephone. It is important to complete the checklist as soon as possible after a call is received so details are not forgotten. Give the completed form to law enforcement.

**Exact** time of call: \_\_\_\_\_ **Circle:** Male/Female Adult/Child **Age** \_\_\_\_\_

**Exact** words of caller (attach additional sheets if necessary):

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### QUESTIONS TO ASK:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

### CALLER'S VOICE (CHECK ALL THAT APPLY):

Calm		Slow		Crying		Slurred		Stutter		Deliberate	
Deep		Loud		Broken		Giggling		Accent		Disguised	
Angry		Rapid		Stressed		Nasal		Lisp		Incoherent	
Excited		Disgusted		Sincere		Squeaky		Normal		Intoxicated	

### OTHER INFORMATION:

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks (attach additional sheets if necessary): \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Date: (MM / DD / YYYY) \_\_\_\_\_