

## STANDARD ADMINISTRATIVE PROCEDURE

### 34.07.99.M0.02 Bomb Threat Procedures

*Approved September 25, 2001*

*Revised April 30, 2010*

*Revised September 6, 2018*

*Next scheduled review: September 6, 2023*

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#### Standard Administrative Procedure Statement

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The common methods of delivering a bomb threat are by telephone, written message, email, or in person. All threats are considered serious until proven otherwise.

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#### Official Procedure

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#### 1. PROCEDURE

1.1. Threats by telephone: Document as much of the conversation as possible. Take note of the caller's number as displayed on the phone. Immediately call 911 or the appropriate police emergency number and report the threat. Notify your supervisor and complete the Telephone Procedures: Bomb Threats, Other Threats of Violence form to document additional details of the call. It is recommended that a copy of a Telephone Procedures: Bomb Threats, Other Threats of Violence form (attachment A) and this SAP be kept near your telephone.

##### 1.1.1 Trace/Trap Security Procedure

1.1.1.1 Immediately after the call is terminated, hang up, obtain a dial tone, dial #91, listen to the message, and then hang up. (Trace/Trap Procedure valid only at the College Station Campus.)

1.2. Written Threats: Immediately call 911 or the appropriate police emergency number and report the threat. Notify your supervisor and refrain from handling the document and envelope. You can protect the document and envelope by placing the items in a protective plastic container.

1.3. Email Threats: Do not destroy or delete the email threat. Leave the message open on your computer. Immediately call 911 or the appropriate police emergency number and report

the threat. Notify your supervisor. Once instructed, provide a printed copy to the responding police officer and save the document.

- 1.4. Social Media Threats: Do not destroy or delete the post. Contact 911 or the appropriate police emergency number and report the threat. Take a screen capture of the post and hide the post, retaining it for record – do not delete but retain in hidden format. Provide screen shot to police as well as supervisor. Alert the director of social media in the Division of Marketing Communication after alerting police and supervisor for monitoring all accounts. Print a color printout as well for retention. Monitor any comments within the prior to hiding the post and report any additional related posts thereafter.
- 1.5. Verbal Threats: Immediately call 911 or the appropriate police emergency number and report the threat. Notify your supervisor. If the person leaves, report the direction they went. Write down a description of the person and their clothing. (Height, weight, gender, shirt color, etc.) Write down the threat exactly as it was communicated.
- 1.6. Suspicious Packages/Articles: Do not open or shake the item, and otherwise refrain from handling the item. Immediately call 911 or the appropriate police emergency number and also inform your supervisor. If possible, secure the area where this item is located, move personnel out of the area, and be prepared to direct the responding police officer to the location of the item.

## 2. ADDITIONAL NOTIFICATION AND EVALUATION

- 2.1 Upon receipt of a bomb threat to a particular building, the police communications center will notify (by telephone) the building proctor or other responsible person in that building that a “threat” has been received (and time of alleged detonation, if known). The proctor or other responsible person will be furnished as much information as is known of the substance of the call and provided a general assessment of the threat. (This evaluation and notification will normally be made after an interview with the person receiving the call and will be made by the Police Officer in charge at the scene or in consultation with the on duty supervisor.) The proctor or other responsible person will disseminate this information to appropriate building personnel.
  - 2.1.1 The on duty police supervisor will organize the search. Areas accessible to the public will be searched. The supervisor will request the assistance of the building occupants to search their work space, since they should be familiar with the area, they should be able to recognize if something is out of place. Again, advise building personnel not to touch anything suspicious and to notify police personnel immediately. Officers dispatched to the scene will assist building personnel in this search.

## 3. EVACUATION

- 3.1 The decision to evacuate is made by the department head or other responsible official in consultation with the police supervisor. If the department head was not informed of the original decision to evacuate, they should be notified as soon as practical. If the decision

is made to evacuate the building but insufficient time remains to alert employees before the announced “detonation time”. The police supervisor may consider using any appropriate means of notification, including the “fire alarm” or an emergency notification system such as Code Maroon. If an evacuation is warranted, police personnel with the assistance of the department head, building proctor or other university official will move building occupants to a safe distance, normally a minimum of 300 feet from the building. Personnel will not be allowed to return to the building until cleared to do so by the police or by the on-scene Incident Commander.

- 3.1.1 If the fire alarm is activated for purpose of quickly vacating the building, the police will advise the Fire Department of the reason for the alarm activation.
- 3.2 The University Police have the authority to “order” an evacuation if, in their judgment, the circumstances warrant an evacuation regardless of the wishes of the building proctor or other officials.
- 3.3 If a suspicious package or an explosive device is found, it will not be handled or disturbed. The general area around the suspicious item will be cleared of personnel and secured pending the arrival of bomb disposal personnel. Employees will not use radios or cellphones and will evacuate the area near the device.

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**Related Statutes, Policies, or Requirements**

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*Supplements* [System Policy 34.07](#)

Also see: [Emergency Operations Plan](#)

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**Forms**

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Attachment A: Telephone Procedures: Bomb Threats, Other Threats of Violence form

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**Contact Office**

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For interpretation or clarification, please contact the University Police Department.

[University Police Department](#)

## ATTACHMENT A: TELEPHONE PROCEDURES: BOMB THREATS, OTHER THREATS OF VIOLENCE

Person taking call: \_\_\_\_\_ Call Received on Phone #: \_\_\_\_\_

- Remain calm. Keep the caller on the line for as long as possible.
- Listen carefully and do not interrupt. Be courteous and show interest.
- Try and keep the caller talking to learn as much as possible.
- Copy the phone number exactly as displayed on your phone including any letters.
- Trace Procedure (College Station only): Immediately after the call, obtain a dial tone and dial #91, hang up and notify the police.
- Call 911/Notify the police when the call is completed and then fill in this form.

Date: \_\_\_\_\_ Time Received: \_\_\_\_\_ Time Caller Hung Up: \_\_\_\_\_

Nature of the Threat: \_\_\_\_\_ (Bomb, Shooter, etc.)

**Key Information: Ask the Caller if not stated (Bombs or other threats)**

Location of the bomb or the threat? \_\_\_\_\_ (Building, Floor, Room, etc.)

What day and time will the bomb go off? \_\_\_\_\_ Time Remaining: \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause the bomb to go off? \_\_\_\_\_

Description of the bomb or threatening person? \_\_\_\_\_

Why? \_\_\_\_\_ Name of Caller? \_\_\_\_\_

**EXACT WORDS OF THE THREAT:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Caller Information:**

Where is the caller? If not stated, your estimate based on background noises.

Age? \_\_\_\_\_ Is the voice familiar? \_\_\_\_\_ Who does it sound like? \_\_\_\_\_

**Caller's Voice**

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

**Background Sounds**

- Animal Noises
- House/Kitchen Noises
- Street Noises
- Conversation
- Music
- Engine Noise
- Static Noise
- Machinery Noise

**Threat Language**

- Incoherent
- Message Read
- Taped Message
- Irrational
- Profane
- Well-spoken