

APPENDIX A

BOMB THREAT OR SUSPICIOUS PACKAGE

- If a suspicious package is discovered on the campus, the individual making the discovery shall immediately contact the UPD (911) and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics.
- If a telephone call or information is received stating a bomb is somewhere on the campus:
 - The recipient will write down the caller's phone number as shown on the campus phone caller ID and record the time of call, length of call, any distinguishing characteristics of the caller's voice, to include male/female, accent, age, etc., and the possible location. (Note: Use the attached checklist for bomb threats.)
 - The Recipient should not hang up the phone when the call is completed. Keep the line open or place it on "hold".
 - Recipient immediately contacts the UPD and advises them of the call, and provides a detailed written text.
- The UPD will contact local emergency services and request assistance, as necessary.
- The UPD will be posted to ensure no one enters the building(s) until emergency personnel arrive and the area is determined to be safe.
- All students, faculty, and staff will vacate the affected buildings, and move to a safe location as designated by officials on site.
- Once local emergency service authorities arrive, the UPD will coordinate any information or assistance with them. Only trained personnel should attempt to perform a search of the buildings.
- The local emergency services authorities will notify the UPD when reentry to the building can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely upon the information received and the results of the findings of the local authorities.

BOMB THREAT CHECKLIST & TELEPHONE PROCEDURE

INSTRUCTIONS: BE CALM, BE COURTEOUS, AND LISTEN. DO NOT INTERRUPT THE CALLER. NOTIFY THE UPD WHILE CALLER IS ON THE LINE.

Name of Operator _____ Time _____ Date _____

Number at which call was received _____

Number displayed on the campus phone caller ID _____

Caller's Identity:

Male: _____ Female: _____ Adult: _____ Juvenile: _____ Approximate Age: _____

Origin of Call: Local: _____ Long Distance: _____ Booth: _____ Internal: _____

VOICE CHARACTERISTICS:

LANGUAGE:

MANNER:

<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Excellent	<input type="checkbox"/> Calm	<input type="checkbox"/> Angry
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Deep	<input type="checkbox"/> Good	<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Fair	<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Other	<input type="checkbox"/> Poor	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional
		<input type="checkbox"/> Foul	<input type="checkbox"/> Righteous	<input type="checkbox"/> Laughing
		<input type="checkbox"/> Other		

SPEECH:

ACCENT:

BACKGROUND NOISES:

<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Local	<input type="checkbox"/> Factory Machines	<input type="checkbox"/> Trains
<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted	<input type="checkbox"/> Not Local	<input type="checkbox"/> Bedlam	<input type="checkbox"/> Animals
<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal	<input type="checkbox"/> Foreign	<input type="checkbox"/> Music	<input type="checkbox"/> Quiet
<input type="checkbox"/> Slurred	<input type="checkbox"/> Lisp	<input type="checkbox"/> Race	<input type="checkbox"/> Office Machines	<input type="checkbox"/> Voices
		<input type="checkbox"/> Religion	<input type="checkbox"/> Mixed	<input type="checkbox"/> Airplanes
			<input type="checkbox"/> Street Traffic	<input type="checkbox"/> Party

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING. QUESTIONS TO ASK:

When will it go off? _____

Where is it located? _____

What kind of bomb is it? _____

Where are you calling from? _____

What is your name and address? _____

ACTION TO TAKE IMMEDIATELY AFTER RECEIVING CALL:

- Write down the phone number displayed on the campus phone caller ID, record the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the callers voice, to include male/female, accent, age, etc. and the possible location.
- Do not hang up the phone when the call is completed. Keep the line open or place it on "HOLD".
- Immediately contact the UPD and advise them of the call.
- Write out the message in its entirety with any other comments.

MAIL SAFETY

Suspicious Package – Rules of Thumb, be cautious of:

- Grease Stains or Discoloration
- Odors
- Protruding Wires or Metal
- Excessive Weight/Postage/Securing Materials (tape, string, etc.)
- Lopsided/Uneven
- Hand Written Address
- No Return Address
- Misspelled Words
- Confidential, Personal, Open only by _____, and etc.
- Foreign Mail

Opened Package – If an open package contains an unknown substance:

- Place it down immediately and gently.
- Do not shake, empty or do anything that would make the substance become airborne.
- If available secure the package in a plastic bag.
- Do not move the package.
- Close doors, windows and (if possible) shutdown ventilation systems.
- Do not allow others to enter the area.
- Leave the room and quarantine yourself.
- Notify the UPD (911):
 - Take all instances seriously
 - Isolate the area
 - Quarantine any affected individuals
 - Contact EH&S/UPD
- Remain calm