

BOMB THREAT PROCEDURES

Most bomb threats are received by telephone. These incidents should be considered serious until proven otherwise. Act quickly, remain calm and use the following information for guidance.

If a bomb threat is received by telephone:

1. Remain calm. Keep the caller on the line for as long as 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 ISU Police (911 from a campus telephone or 515-294-4428 from a cellular device) or, as soon as the caller hangs up, immediately notify law enforcement authorities yourself.
5. If your telephone has a display, copy the number and/or letters that appear in the window.
6. Upon termination of the call, do not hang up, but from a different telephone, contact ISU Police to provide information and await further instructions.
7. Complete the Bomb Threat Checklist. Try to document the exact words used.

If a bomb threat is received by handwritten note:

- Call ISU Police: **911 or 515-294-4428**
- Handle the note as minimally as possible.

If a bomb threat is received by email:

- Call ISU Police: **911 or 515-294-4428**
- Do not delete the message.

Do Not:

- Use a two-way radio or cellular device; 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.

Signs of a Suspicious Package:

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

Iowa State University Police
55 Armory Building—Ames, Iowa

Dial 911 from a university telephone or
515-294-4428 from your cellular device

BOMB THREAT CHECKLIST

Date of Call: _____ Time of Call: _____

Time Telephone Call Ended: _____

Telephone Number Called: _____

Telephone Number Displayed: _____

Ask the Caller

Where is the bomb located? (building, floor, room, area)

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 the Threat

Information About the Caller

Where is the caller located? (background and level of noise)

Estimated age of the caller: _____

Is voice familiar? If so, who does it sound like? _____

Caller's Voice:

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

Background Sounds:

Animal noises
Booth
Clear
Conversation
Factory machinery
House noises
Kitchen noises
Local
Long distance
Motor
Music
Office machinery
PA system
Static
Street Noises

Threat Language:

Incoherent
Irrational
Message read
Profane
Taped
Well-spoken

Other Information:

