

BOMB THREAT

Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. Every bomb threat is unique and should be handled in the context of the facility or environment in which it occurs. Facility supervisors and law enforcement will be in the best position to determine the credibility of the threat.

The procedures described below should be implemented regardless of whether the bomb threat appears to be real or not. Also, if you observe a suspicious object or potential bomb on campus, DO NOT HANDLE OR DISTURB THE OBJECT!

RECEIVING A THREAT

Phone Threat

- Remain Calm and Do Not Hang up, even if the caller does.
- Have someone notify Campus Police at 256-683-2303 or ext:209, and the Director of Operations at 256-426-5047.
- If possible, signal other staff members to listen & notify Site Decision Maker(s) and authorities.
- If the phone has a display, copy the number and/or letters on the window display.
- Write down the exact wording of the threat.
- Keep the caller on the line for as long as possible and use the Bomb Threat Checklist to gather as much information as you can.
- Record, if possible
- Fill out the Bomb Threat Checklist immediately.
- Be available for interviews with the building's emergency response team and law enforcement.

Verbal Threat

- If the perpetrator leaves a note, which direction went.
- Notify Campus Police or 209 at 256-683-2303, and the Director of Operations at 256-426-5047.
- Write down the threat exactly as it was communicated.
- Note the description of the person who made the threat:
 - Name (if known)
 - Gender
 - Body size (height/weight)
 - Distinguishing features
 - Race
 - Type/color of clothing.
 - Hair & eye color
 - Voice (loud, deep, accent, etc.)

Written Threat

- Handle the document as little as possible.
- Notify Campus Police at 256-683-2303, and the Director of Operations at 256-426-5047.
- Rewrite the threat exactly as is on another sheet of paper and note the following:
 - Date/time/location document was found.
 - Any situations or conditions surrounding the discovery/ delivery.
 - Full names of any personnel who saw the threat.
 - Secure the original threat; DO NOT alter the item in any way.
 - If small/removable, place in a bag or envelope
 - If large/stationary, secure the location.

Emailed Threat

- Leave the message open on the computer.
- Notify Campus Police at 256-683-2303, and the Director of Operations at 256-426-5047.
- Print, photograph, or copy the message and subject line, note the date and time.

THREAT ASSESSMENT

All threats should be carefully evaluated. One must consider the facts and the context, and then conclude whether there is a possible threat.

Low Risk

- Lacks Realism: A threat that poses a minimum risk to the victim and public safety. Probable motive is to cause disruption.
 - The threat is vague and indirect.
 - Information contained within the threat is inconsistent, implausible, or lacks detail.
 - Caller is known and has called numerous times.
 - The threat was discovered instead of delivered (e.g., a threat written on a wall)

Medium Risk

- Increased Level of Realism: Threat that could be carried out, although it may not appear entirely realistic.
 - Threat is direct and feasible.
 - The wording in the threat suggests the perpetrator has given some thought to how the act will be carried out.
 - May include indications of a possible place and time.
 - No strong indication the perpetrator has taken preparatory steps, although there may be some indirect reference pointing to that possibility.
 - Indication the perpetrator has details regarding the availability of components needed to construct a bomb.

- Increased specificity to the threat (e.g., “I’m serious!” or “I really mean this!”)

High Risk

- Specific and Realistic: Threat appears to pose an immediate danger to the safety of others.
 - Threat is direct, specific, and realistic; may include names of possible victims, specific time, and location of device.
 - The perpetrator provides his/her identity.
 - The threat suggests concrete steps have been taken toward carrying out the threat.
 - The perpetrator indicates they have practiced with a weapon or have had the intended victim(s) under surveillance.

LOCKDOWN/EVACUATION

Considerations

- Repeat Threat Assessment:
 - Is the threat still credible?
 - Were any suspicious items located (if search was initiated)?
 - Based on the Threat Assessment, search (if initiated), and the totality of circumstances, determine if additional measures are warranted:
 - Partial or full lockdown?
 - Partial or full evacuation?
 - No further action?

Evacuation Initiated

- Select evacuation routes and assembly areas that are not in the vicinity of the suspicious item; ensure these routes have been searched and cleared.
- Notify Campus Police at 256-683-2303, and the Director of Operations at 256-426-5047. They will then notify police/fire/EMS of evacuation and request assistance.
- Account for all personnel.
- Evacuation Team confirms the building is empty.
- Bring emergency kits and building trauma kits, if available
- Advise all evacuees to remove all personal items (e.g., purses, backpacks)

Continuing Actions After Evacuation

- Debrief emergency services and assist in coordinating further actions.
- Take accountability and report.
- Open media, medical and family areas—brief regularly.
- As appropriate, determine reoccupy or dismiss action.
 - Reoccupy when cleared and deemed appropriate.
 - Dismiss in consultation with site administration.
 - Notify all personnel of the decision and ensure accountability.

- Site Decision Maker(s) should remain on-scene until the situation is resolved or until relieved by another administrator.

NOTE: Every bomb threat requires professional judgment and should be handled in accordance with the facility's needs. Site Decision Maker(s) and administrators should periodically review Federal guidance and work with local first responders to establish a Bomb Threat Response Plan that addresses each risk level appropriately and is optimal for their building(s) and personnel.