5.11 BOMB THREAT

Employee response to a bomb threat is mainly that of data collection to provide to law enforcement agencies. Once a bomb threat is reported, law enforcement officers will take control of the situation. University Administration, following the advice of law enforcement agencies, will determine if evacuation is necessary.

Actions

☐ Remain calm. [If possible, transfer the call to UC Police Department's Communication Center at (310) 825-1491].

☐ Keep the caller on the line as long as possible; be courteous and do not interrupt the caller. Take all bomb threats seriously.

☐ If possible, signal a co-worker to indicate that you have received a bomb threat.

☐ Complete a Bomb Threat Form or write down as much information as possible to provide to Security. Try to note:

– Caller's gender, age, unique speech attributes.

– Indications about where the device is, when it is set to go off, what it looks like, and why it was placed.

NOTE: If a threat was delivered, describe the messenger, direction of travel and any suspicious persons in the area.

☐ Call **9-1-1** immediately from a hard-wired telephone once the call has been completed if no one else has called to report the threat; follow EMERGENCY EVACUATION procedures as directed by emergency response personnel. Follow evacuation instructions precisely as you may be instructed to evacuate to an alternate site.

☐ Notify your supervisor and the Facility Warden as soon as possible.

Precautions and Guidance

• Do not search for a device or touch suspicious devices.
• Call **9-1-1** from a hard-wired telephone – do not use cell phones or a radio to report a bomb threat as cell phones and radio signals could trigger detonation of the bomb.

Bomb Threat

Communications Data Form

FBI Bomb Data Form — *Place this card under your telephone*

Questions to Ask:

1. When is the bomb going to explode?
2. Where is it right now?
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. What is your address?
9. What is your name?

Exact wording of the threat:

_____
_____
_____
_____
_____
_____

Sex of the caller: _____

Race: _____ Age: _____

Length of call: _____

Number at which call was received:

_____

Time: _____ Date: _____

Caller's Voice

☐ Calm   ☐ Nasal
☐ Angry   ☐ Stutter
☐ Excited   ☐ Lisp
☐ Slow   ☐ Raspy
☐ Rapid   ☐ Deep
☐ Soft   ☐ Ragged
☐ Loud   ☐ Clearing throat
☐ Laughter   ☐ Deep breathing
☐ Crying   ☐ Voice disguised
☐ Normal   ☐ Distinct
☐ Slurred   ☐ Accent
☐ Familiar

If the voice is familiar, who does it sound like? _____

Background Sounds

☐ Street Noises ☐ Factory Machinery
☐ Crockery   ☐ Animal noises
☐ Voices   ☐ PA System
☐ Static   ☐ Music
☐ Local   ☐ Long distance
☐ House noises   ☐ Motor
☐ Booth   ☐ Office machinery

☐ Other:_____
_____

Threat Language

☐ Well spoken (educated)
☐ Incoherent   ☐ Taped
☐ Foul   ☐ Irrational
☐ Message read by threat maker
Remarks: _____
_____

Report call immediately to: 9-1-1

Name:_____ Position/Title: _____

Phone: _____ Building/Room: _____