

# DEPARTMENT OF EMERGENCY MANAGEMENT

4516 Monarch Way, Norfolk, VA 23508

757-683-5116

Fax# 757-683-5660

E-mail: oem@odu.edu

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## Bomb Threat

Bomb threats are assumed to be real and considered a threat to the university and its operations. If an explosion occurs at any time, immediately report the explosion by calling ODUPD at 757-683-4000 (or 9-1-1 if off-campus).

### **What to Do If You Receive A Bomb Threat**

Incident bomb threats are usually received by telephone, sometimes by note or letter. Most bomb threats are made by callers who want simply to create an atmosphere of anxiety and panic - but all calls must be taken seriously. If you receive a threat of any kind, immediately **CALL 757-683-4000 (or 9-1-1 if off-campus)**. If possible, get a coworker to do this while you continue talking with the caller. Permit the caller to say as much as possible without interruption. THEN ask a lot of questions:

- Where is the bomb?
- When is the bomb going to go off?
- What kind of bomb is it?
- What does the bomb look like?
- What will cause the bomb to go off?

### **Record What You Hear**

Take notes on everything said and on your observations about background noise, voice characteristics, caller's emotional state, etc. Use the Bomb Threat Checklist. Write down the caller's exact words. Also record the exact

- The perceived sex, age, accent, and education of the caller.
- The location of the caller and any background noises that you hear.
- A description of the caller's attitude.
- A description of the caller's style of speech, speech impediments, or speech traits.

Trained emergency personnel will advise you if evacuation is necessary. Follow instructions given by emergency personnel.

### **What To Do If You See A Suspicious Package**

If there has been a threat, and you see a package or foreign object, **DO NOT** touch it. From a landline phone, immediately **CALL 757-683-4000 (or 9-1-1 if off-campus)** to report any unusual objects or items. Read the section in this quick reference on Suspicious Packages to learn more about how to identify suspicious mail and what to do if you believe you have encountered such items.

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## Bomb Threat Checklist

Date:

Phone Number Where Call Was Received:

Time Call Received:

Who Received the Call?

Time Call Terminated:

Exact Wording of the Threat:

### When Possible, Ask the Caller the Following Questions:

"When is the bomb going to go off?"

"Where is the bomb right now?"

"What does it look like?"

"What kind of bomb is it?"

"What will cause it to explode?"

"What is your name?"

"Did you place the bomb?"

"Why?"

"What is your address?"

"Is there a special way to identify the(W)11.6(h)-11.6(h)193(W)26.a6.6(219.)9.5(i) .[.5(m)5.9.9(?)19.2(")]TJ 0 T.34 Tw 10.03 0 Td ( )Tj EMC /P <<</MCID 9r

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## Describe the Caller's Language (Check the Qualities That Apply):

Well Spoken

Irrational

Taped Message

Incoherent

Message Read by Threat Maker

Foul Language

## Describe the Background Sounds (Check the Qualities That Apply):

Street Noises

Music

Clear

Animal Noises

Motor

Static: PA system or Local?

Office Machinery

House Noises

Other

Voices

Factory Machinery

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