

Bomb Threats

Call **911** to report all bomb threats, suspicious mail, packages or objects

If an order to evacuate is given, it will be issued by Campus Safety or the Superior Police Department. The evacuation may be started using the building fire alarm system, audible messages from the fire alarm system, or door-to-door verbal messages.

The majority of bombs threats are made to disrupt normal university operations or cause panic, and sometimes to cause property damage or personal injury. Campus Safety, the Superior Police Department and the UW Superior Emergency Response Team will respond to the threat to try to prevent the person from achieving their goal(s). The safety of the campus community will be the highest priority in all decisions.

If a written bomb threat is received, remain calm and:

1. Save all materials (envelopes, packing, etc) and handle the material as little as possible.
2. Isolate the area and call 911
3. Await further instructions

If a verbal threat is made or received from a phone call, remain calm and:

1. Attempt to get information from the caller about the bomb, including the type of device, a description, its location and when it is set to go off.
2. Make a record of the information. Use the *UW Superior Bomb Threat Record* in the campus phone book to record information about the threat.
3. When speaking to the caller:
 - a. Remain calm and courteous.
 - b. Listen carefully to what the caller says and how it is said. Do not interrupt the caller.
4. Immediately go to a different phone line and call 911 to report the threat
5. Wait for instructions to start a building evacuation or to take further actions. Remain available to discuss the threat with authorities.
6. If an evacuation is ordered, follow the *Building Evacuation procedures*.
7. Report to the Assembly Point following an evacuation and await further instructions.

UW Superior Emergency Procedures

BOMB THREAT RECORD

**University of Wisconsin-Superior
Campus Safety Department**

COMPLETE FORM AND REPORT TO 911 and if time permits CAMPUS SAFETY 394-8114

Exact time of call: _____ a.m. / p.m. Phone number where call was received: _____
Person receiving call: _____
Exact words of caller: _____

Questions to ask caller:

- When is the bomb going to explode? _____
- Where is the bomb? _____
- What does the bomb look like? _____
- What kind of bomb is it? _____
- What will cause the bomb to explode? _____
- Who placed the bomb? _____
- Why was the bomb placed? _____
- From where are you calling? _____
- What is your address? _____
- What is your name? _____

Caller's Voice:

Describe (check all that apply)

Calm Disguised Nasal Angry Accent
 Broken Stutter Slow Sincere Loud
 Lisp Rapid Giggling Deep Slurred
 Crying Squeaky Excited Stressed Normal

- If voice is familiar, whom did it sound like? _____

Other Information:

Describe all background noises: _____

Additional Comments: _____

911 Called _____ AM / PM Campus Safety Called _____ AM / PM