

## **BOMB THREAT RESPONSE GUIDE**

### **A. INTRODUCTION**

BRCC's policies and procedures are intended to protect all members of our community while on campus and when participating in college related or sponsored activities. This guide is designed to provide response recommendations in the event of a Bomb Threat.

### **B. RESPONSE**

If a bomb threat is received by phone:

- Remain Calm. Attempt to keep the caller on the telephone as long as possible. Do not hang up, even if the caller does.
- Listen carefully, be polite, and show interest
- Try to keep the caller talking to learn more information
- If possible, attempt to notify someone else of the threat being received
- Use the Bomb Threat Checklist
- Record the time and phone number if possible
- Contact the Public Safety Office at 540-453-2370 immediately after receiving the threat
- Take no further action until advised to do so by Public Safety. Public Safety Officers will assess the threat and advise the building occupants if it is necessary to evacuate the building and/or area.

If a bomb threat is received by email, fax, or other electronic communication:

- Immediately notify the Public Safety Office
- Do not delete or throw away the message
- Provide or relay the entire message, and any previous correspondence with the sender
- Take no further action until advised to do so by Public Safety. Public Safety Officers will assess the threat and advise the building occupants if it is necessary to evacuate the building and/or area.

If a bomb threat is received by handwritten note:

- Immediately notify the Public Safety Office.
- Handle note as minimally as possible

**BOMB THREAT CHECKLIST**

Immediately report all threats to the Public Safety Office at 540-453-2370

Date of Call: [Click or tap here to enter text.](#) Time of Call: [Click or tap here to enter text.](#)

**SECTION 1 – QUESTIONS TO ASK CALLER**

1. When is the bomb going to explode?	
2. Where is the bomb right now?	
3. What does it look like?	
4. Did you place the bomb?	
5. Why?	
6. What is your name?	
7. Where are you now?	

**SECTION 2 – BACKGROUND NOISE/SOUNDS (CHECK ALL THAT APPLY)**

<input type="checkbox"/> Office Machines	<input type="checkbox"/> Dishes	<input type="checkbox"/> Airport	<input type="checkbox"/> Animals	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Street Noises	<input type="checkbox"/> Music	<input type="checkbox"/> Children	<input type="checkbox"/> Static	<input type="checkbox"/> Crowd
<input type="checkbox"/> Voices	<input type="checkbox"/> Radio	<input type="checkbox"/> Machines	<input type="checkbox"/> No Noise	
<input type="checkbox"/> Other: <a href="#">Click or tap here to enter text.</a>				

**SECTION 3 – CALLERS VOICE (CHECK ALL THAT APPLY)**

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Excited	<input type="checkbox"/> Nasal	<input type="checkbox"/> High
<input type="checkbox"/> Crying	<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Angry	<input type="checkbox"/> Lisp
<input type="checkbox"/> Cracking	<input type="checkbox"/> Altered/Modified	<input type="checkbox"/> Normal	<input type="checkbox"/> Slow	<input type="checkbox"/> Familiar
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Calm
<input type="checkbox"/> Slurred	<input type="checkbox"/> Deep	<input type="checkbox"/> Laughing	<input type="checkbox"/> Accent	

**SECTION 4 – WORDING & NOTES**

Exact Wording of the Threat:

[Click or tap here to enter text.](#)

Notes:

[Click or tap here to enter text.](#)