

Facility:	Illinois College of Optometry and Illinois Eye Institute
Policy:	Bomb Threat Protocol
Manual:	Environment of Care
Effective:	July 2000
Revised:	March 2008 (M.Butz)
Review Dates:	March 2002 (V.Conrad) March 2008 (M.Butz) November 2015 (M.Butz)

BOMB THREAT PROTOCOL

PURPOSE:

To list the procedure to handle an incoming threat of a bomb on site.
 To provide form for listing of characteristics of bomb threat phone call.
 To prevent injury or loss of life in the event of an actual bomb.

POLICY:

The following procedure shall be implemented in the case of a bomb threat in any building on campus. The procedure includes elements to protect all persons, equipment, the institution, etc.

PROCEDURE:

What to do in case of a bomb threat:

If you receive a threat of violence against the institution or yourself, either verbally or written, contact the security officer on duty immediately. Take every threat seriously.

If the bomb threat is called in, respond as calmly as possible. Make an attempt to get more specific information about the bomb's location, components or what makes it explode or trigger. Make an effort to keep the caller on the line as long as possible. It may be helpful if someone else can be signaled to listen in on the call. Pay close attention to the qualities of the voice, background noises, etc. to aid in the identification of the caller. Please see Bomb Threat Caller Checklist list below.

When a written threat is received, save all materials, including the envelope, packing materials or container. Once you realize it is a threat, further unnecessary handling of the package should be avoided. Do not touch unfamiliar or suspicious packages.

The security office will serve as the communications center in the case of a bomb threat. The police and fire department will be notified. The security officer will make the decision whether to evacuate the building. Notification of an evacuation order will be delivered via the emergency notification system, as an announcement over the PA system and/or by the fire alarm. The protocol for responding to fire/explosion should then be followed.

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Bomb Threat Caller Checklist

Time Call Received: _____ Person Receiving Call: _____

Exact	Wording	Used	By	Caller:

Question the caller about:

- When is the bomb going to go off? _____
- Where is it right now? _____
- What does it look like? _____
- What will trigger it? _____
- Who put it there? _____
- What type of bomb is it? _____
- Who made the bomb? _____
- Why are you doing this? _____
- What is your name? _____
- What is your phone number and address? _____

Description of Caller's Voice:

MALE	FEMALE	UNKNOWN
YOUNG	OLD	MIDDLE AGED
CALM	EXCITED	REFINED
LOUD VOICE	SOFT VOICE	HIGH VOICE
DEEP VOICE	PLEASANT VOICE	RASPY VOICE
ACCENT LOCAL	ACCENT NOT LOCAL	ACCENT FOREIGN
SPEECH FAST	SPEECH SLOW	SPEECH DISTINCT

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SPEECH DISORDERED	STUTTER	SLURRED
IMPAIRED SPEECH	INTOXICATED	DRUGGED
SLANG	ROUGH	NERVOUS
LANGUAGE POOR	LANGUAGE FAIR	LANGUAGE GOOD
LANGUAGE EXCELLENT	LANGUAGE FOUL	LAUGHING
MANNER CALM	ANGRY	RATIONAL
IRRATIONAL	EMOTIONAL	RIGHTEOUS
COHERENT	INCOHERENT	DELIBERATE
BACKGROUND NOISES	OFFICE SOUNDS	FACTORY SOUNDS
BEDLAM	TRAINS	MUSIC
QUIET	PEOPLE TALKING	MIXED
AIRPLANES	PARTY	STREET TRAFFIC
UNUSUAL SOUNDS		

Describe any other noises:

Time Caller Hung Up: _____

Be prepared to repeat same information to Police if necessary.