

## Appendix D

### **BOMB THREAT**

**To report a Campus Emergency, contact:**

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	(843)349-2911
When PS cannot be reached	Ext. 9-911	911

**Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.**

- Step 1 a. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT...** Clear the area and immediately call Public Safety. Do not hang up until told to do so.
- Step 1 b. Any person receiving a phone call concerning a bomb threat should ask the following questions while using the Bomb Threat Report Form:
- When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- Time of the call.
- Age and sex of the caller.
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.
- Background Noise.

Immediately notify Public Safety. Report the incident and do not hang up until told to do so

## Appendix D (Continued)

- Step 2: University staff will conduct a search under the supervision of Public Safety. Employees are requested to make a cursory search of their area for suspicious objects and report the location to Public Safety. **DO NOT TOUCH THE OBJECT.** Do not open drawers, cabinets or turn lights on or off.
- Step 3: When told to leave by University officials, walk quickly to the nearest “SAFE EXIT” and ask others to do the same. Assist the Disabled in exiting the building.
- Step 4: Once outside, move to the assembly point away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- Step 5: Do not return to an evacuated building unless told to do so by Public Safety.

**BOMB THREAT REPORT FORM**

Time call received \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
Exact words of person placing Call: Young \_\_\_ Middle Age \_\_\_ Old \_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tone of voice \_\_\_\_\_  
Accent \_\_\_\_\_  
Background noise \_\_\_\_\_  
Is the voice familiar? \_\_\_\_\_  
If so, who did it sound like? \_\_\_\_\_  
\_\_\_\_\_  
Questions to ask: \_\_\_\_\_  
1. When is bomb going to explode? \_\_\_\_\_  
\_\_\_\_\_  
2. Where is the bomb right now? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
3. What kind of bomb is it? \_\_\_\_\_  
\_\_\_\_\_  
4. What does it look like? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
5. Why did you place the bomb? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Person monitoring/receiving the call: \_\_\_\_\_  
\_\_\_\_\_  
Department: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Home Address: \_\_\_\_\_  
\_\_\_\_\_  
Home Telephone No. \_\_\_\_\_  
Date: \_\_\_\_\_  
\_\_\_\_\_