Bomb Threats

A. Communications
When a telephoned bomb threat is received at the University of Cincinnati Communications Center, the dispatcher will attempt to elicit all available information from the caller. If the threat is received at another location, and relayed to the Communications Center, the dispatcher will attempt to gather as much information as possible from the secondary caller.

B. Evacuation
If the building is to be evacuated, the fire alarm system may be used to initiate evacuation. If the building is evacuated, the public will be moved a safe distance from the building perimeter. Consideration should be given to the fact that devices are commonly placed in trash cans, in shrubbery, and vehicles next to buildings. Building entrances will be secured against re-entry by posting officers, signage, or barricade tape as appropriate and dependent on availability.

C. Radio Communications
The building or area in question will be searched by officers, with the assistance of area staff and/or maintenance, if advisable and contingent on incident circumstances. The shift supervisor will maintain a fixed command post and remain in direct contact with the personnel responsible for the area under threat. On scene staff receiving such a call will be interviewed for all possible details of the call.

Do not touch or handle a suspicious device or package once located.

D. Bomb Threat Call Procedures
Bomb threats are to be treated as real threats, until proven otherwise. Take note of exactly what is said, sound of voices, and any background noises.

1. Remain calm. Keep caller on the line as long as possible. Keep the caller talking to learn information;
2. Listen carefully. Be polite and show interest;
3. If possible while speaking to the caller, write a note to a colleague to call the authorities;
4. If your phone has a display, write down the number.

Do not use a two-way radio or cellular phone in the vicinity of a suspicious package; radio signals have the potential to detonate a bomb; leave the building if no landline is available and a cellular phone must be used to call 911; Do not touch or move a suspicious package.

E. Information to get from the caller:
- Where is the bomb located?
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?

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