
BRIDGEWATER STATE UNIVERSITY
Bomb Threat Protocol

I. Introduction

In most cases, bomb threats are designed to disrupt the normal business operations of the institution.

Bomb threats usually occur by telephone. However, if you observe a suspicious item or potential bomb on campus, DO NOT TOUCH.

II. Protocol

Threat by Telephone

1. The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller. Listen closely to the caller's voice, and try to record the conversation verbatim. In order to secure needed information, the caller should be kept on the line as long as possible.
2. Ask the caller the following:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Why did you place the bomb?
3. Note and record the following:
 - Phone number.
 - Sex and approximate age of the caller.
 - Speech pattern, accent, distinctive characteristics, etc.
 - Emotional state of the caller.

- Background noise.

Written Threat

1. If the threat is written, handle the item as little as possible. Secure it in a bag or envelope. Note where it was found and the circumstances surrounding the discovery.

Emailed Threat

1. If the threat is emailed, leave it open until assistance arrives.

Verbal Threat

1. When the person who made the threat leaves, note which direction they are going, as well as the following:
 - Sex
 - Type and color of clothing
 - Body size and height
 - Hair color
 - Distinguishing features
2. Write down the threat exactly as it was communicated to you.

Rumored Threat

1. If you overhear a rumor about a bomb or explosive device, threat or incident, write down exactly what you heard, from whom you heard it.

Explosions

1. In the event of an explosion in a building, take cover under a table, desk, or other object that will give protection against flying glass and debris.
2. After the effects of the explosion have subsided, emergency personnel will aid evacuation.

Police Notification and General Procedures

1. Call the BSU Police Department at 911 if on a university phone, or 508-531-1212 if using a cellular telephone. Give the police your name, location, and telephone number. Inform them of the situation including any information you may have.

2. Inform your supervisor.
3. Remain available to meet with the responding officers to brief them about the call. The officers will advise you further and will take any necessary action, such as evacuating the building.
4. If instructed to evacuate, move a safe distance away from the building (a minimum of 500 ft.). If inclement weather conditions exist, you may move to another building a safe distance away. Do not re-enter the evacuated building until instructed by authorized personnel that it is safe to do so.

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