

## Emergency Abnormal Conditions

### 1. Bomb Threat

- a. Bomb threats usually occur by telephone.
- b. Try to keep the caller on the line as long as possible.
- c. Try to stay calm and obtain as much information as possible by using the checklist; attachment (1).
- d. Contact the Safety Coordinator, 393-7208, immediately and provide any information you were able to obtain from the caller, as well as, what time you received the call and where you are calling from.
- e. Inform your supervisor or department head.
- f. The police will be responsible for building evacuation.
- g. If you are instructed by UTSI Administration or a law enforcement officer to evacuate the building, move a safe distance away from the building.
- h. Do not re-enter the building until told that it is safe to do so by Emergency Response Personnel.
- i. If you should see a suspicious object or package, report it to the Safety officer, 393-7402.
- j. **DO NOT TOUCH THE OBJECT OR PACKAGE OR MOVE IT IN ANY WAY!**

UNIVERSITY OF TENNESSEE SPACE INSTITUTE

BOMB THREAT CALL FORM

Department \_\_\_\_\_ Date/Time \_\_\_\_\_

Building \_\_\_\_\_ Name \_\_\_\_\_

EXACT WORDS OF CALLER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

QUESTIONS TO ASK THE CALLER CONCERNING THE BOMB

Who are you? \_\_\_\_\_

What type of device is it? \_\_\_\_\_

When is it set to explode? \_\_\_\_\_

Where is it located? \_\_\_\_\_

DESCRIPTION OF CALLER

Male \_\_\_\_\_ Female \_\_\_\_\_ Young \_\_\_\_\_ Old \_\_\_\_\_ Middle Aged \_\_\_\_\_ Accent \_\_\_\_\_

Tone of Voice \_\_\_\_\_ Speech Impediment \_\_\_\_\_

Is Voice Familiar? \_\_\_\_\_

Who Did it Sound Like? \_\_\_\_\_ Time Caller Hung Up \_\_\_\_\_

Background Noises \_\_\_\_\_

\_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_