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 ________________________________________________________________