### BOMB THREAT PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the opposite side.

#### If a bomb threat is received by phone:
1. **DO NOT HANG UP,** even if the caller does. Have someone else contact 911 and UHWO Campus Security from another line.
2. **DO NOT anger the caller.** Stay calm and gather as much information as possible.
3. Listen carefully. Be polite and show interest.
4. Pay attention to specific details such as background noises and specific voice characteristics.
5. Attempt to obtain information on location of the bomb, type of detonator, and time of detonation.
6. Complete the Bomb Threat Checklist (opposite side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. If your phone has a display, copy the number and/or letters on the window display.
8. Immediately upon termination of the call, do not hang up. From a different phone, contact UHWO Campus Security immediately, if you have not done so already, with information and await instructions.

#### If a bomb threat is received by handwritten note:
- Call UHWO Campus Security 808-689-2911
- Handle note as minimally as possible

#### If a bomb threat is received by email:
- Call UHWO Campus Security 808-689-2911
- Do not delete the message

#### If a bomb threat is received via social media:
- Call UHWO Campus Security 808-689-2911
- Take a “screen shot” of the image or message

#### Signs of a suspicious package:
- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery

- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*Follow instructions from UHWO Campus Security and first responders regarding evacuation.*

**DO NOT:**
- Use two-way radios or cellphones due to their potential to detonate a bomb.
- Touch or move a suspicious package.

### WHO TO CONTACT:
- UHWO Campus Security (808) 689-2911
- 911

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**BOMB THREAT**

**DATE:** [ ] **TIME:** [ ]

**Incoming Telephone Number:**

<table>
<thead>
<tr>
<th>Time Caller</th>
<th>Phone Number</th>
<th>Hung Up</th>
<th>Where Call Received</th>
</tr>
</thead>
</table>

**Ask Caller:**

- Where is the bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? **Yes** **No**
- Why?
- What is your name?

**Information About Caller:**

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?

**Caller’s Voice:**
- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

**Background Sounds:**
- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Office machinery
- Factory machinery
- Local
- Long distance

**Threat Language:**
- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

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Adapted from the DHS Bomb Threat Checklist www.dhs.gov