

Guidance for Bomb Threat and Threatening Phone Calls

Nationally, bomb threats occur often and are almost always false threats. Geopolitical events often increase the number of threats received, but again, are almost always false threats. The Department of Public Safety (DPS) receives frequent intelligence bulletins from our regional and federal partners to best understand the level and credibility of any threats. Please know that DPS is aware and keeping your safety in mind. The Brown campus is not immune to these threats. DPS wants you to take these threats seriously, but also wishes for you to not feel a sense of impending doom should you receive a threat. Please follow these guidelines and DPS will respond promptly to investigate the threat and determine any necessary safety precautions to be taken (if any).

Most bomb threats are received by phone. BPD should be called immediately at **401-863-4111** in the event of a Bomb Threat or Threatening Phone Call at the University. DPS has jurisdiction over the process of responding to a bomb threat including assessments, searches and possible building evacuations. DPS will notify other departments or appropriate outside agencies as needed.

The person who received the call concerning the bomb threat should attempt to get as much information from the caller as possible and relay that information to DPS. If the origin of the call can be identified, that information should be documented and reported immediately.

If a bomb threat is received by phone (procedures adopted from industry best practices):

1. Remain calm. Keep the caller on the line as long as possible, **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call DPS at 401-863-4111 or, as soon as the caller hangs up, immediately notify DPS yourself.
5. If the phone has a display, copy the number and/or letters on the display window (taking a picture with your cell phone may be helpful).
6. Complete the bomb threat checklist immediately. Write down as much detail as you can remember. Try to remember exact words.
7. Contact DPS immediately with the information and await instructions.

If a bomb threat is received by handwritten note:

1. Call DPS immediately at 401-863-4111.
2. Avoid handling the note as much as possible.

If a bomb threat is received by email or social media:

1. Call DPS immediately at 401-863-4111.
2. Do not delete the email message or do anything else on your computer.
3. Take a screenshot of the post with your cell phone (if applicable)

If you are at the location of the bomb threat, DO NOT:

1. Use two-way radios or cellular phones.
2. Evacuate the building until DPS Officers arrive and evaluate the threat.
3. Act in any way that may cause panic (again, most threats are false).

Bomb Threat and Threatening Phone Call Worksheet

Exact Wording of the Threat:

ASK THE CALLER (while on the phone, don't call them back if they hang-up):

Where is the bomb located? (building, floor, room, etc.) _____

When will the bomb go off? _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will make it explode? _____

Did they place the bomb? _____

Why was the bomb placed? _____

What is your name, address or phone number? _____

Caller's Voice (*Circle all that apply*):

Accent	Crying	Female	Normal	Soft
Angry	Deep	Laughter	Ragged	Stutter
Calm	Deep Breathing	Lisp	Rapid	Whisper
Clearing throat	Disguised	Loud	Raspy	
Coughing	Distinct	Male	Slow	
Crackling voice	Excited	Nasal	Slurred	

If the voice is familiar who did it sound like? _____

Background Sounds (*Circle all that apply*):

Animal Noises	Booth	Motor	Factory	Cellular Phone
House Noises	PA System	Clear	Machine	Other
Kitchen Noises	Conversation	Static	Local	
Street Noises	Music	Office Machine	Long Distance	

Threat Language (*Circle all that apply*):

Incoherent	Taped	Profane
Message read	Irrational	Well Spoken

Other Information about the Caller:

Phone Number of Caller from Caller ID _____

Sex of Caller _____

Race _____

Age _____

Length of Call _____

Number at which the call was received _____

Date and Time _____