

## **TAB O – BOMB THREAT**

### **I. Definition of the Event**

**Bomb threats or suspicious packages of all nature should be taken seriously. They pose a threat that could result in death, serious injury and destruction of property**

### **II. Scope of Potential Impact**

The **RMU POLICE DEPARTMENT** is responsible for responding to or initiating an outside response to all reported bomb threats of all Robert Morris University campuses. Depending on the nature of the incident, severity of damage from a real explosion or interruption of services, there may be additional departments and/or activation of the Incident Response Team to become involved with solutions to a final resolution.

### **III. Required Actions**

- A. The **RMU POLICE DEPARTMENT** will be notified in the event of all bomb threats received in any matter, phone, person or electronically or the visual identity of a suspicious package. They can be reached at **412-397-2424**. **When receiving such a call refer to attachment A at the end of this document.** It is the RMU Police Department's responsibility to notify the Chief of RMU Police for direction on how the incident will be handled.

The Chief of RMU Police or his designee will notify the Office of General Counsel to determine if there needs to be an activation of the Incident Response Team and an immediate notification to the remaining University community.

The RMU Police Department will contact the necessary outside agencies for assistance, which may include Moon Township Police Department, Allegheny County Police and the Pennsylvania State Police. The facilities department will then be contacted to assist with the necessary steps of evacuation of the area.

- B. The immediate short-term action (**0 – 4 hours**) will be taken by the **RMU POLICE DEPARTMENT** to determine the extreme nature of the threat or its credibility. Assistance will be requested to carry out the necessary steps of safeguarding faculty, staff, students and visitors from the affected location. An initial investigation will be conducted with the person who received the bomb threat or reporter of a suspicious package. The information received at that time will determine what the following steps are. Depending on the full nature of the incident, who is called to assist and the length of time necessary to resolve the matter will be unknown. The goal is to resolve the incident as quickly as possible, keeping safety as the number one concern.
- C. The length of the incident is determined by the resources used to resolve the incident. Should the incident be extended (**4 – 12 hours**) steps will be taken to continue regular operations not affected by the immediate area. If it is determined that the bomb threat will extend beyond a few hours the Incident Response Team will take the necessary action to accommodate the affected area; relocating classrooms, eating areas, office staff , etc...

## IV. Reporting

- A. The **RMU POLICE DEPARTMENT** after receiving such a call will report the incident directly to the Office of General Counsel or the Senior Vice President of Business Affairs and Treasurer in his/her absence. As the incident unfolds and additional information is gathered those superiors will be regularly updated on changes.
- B. When an incident of this nature occurs and is determined to be of a real nature the Office of General Counsel or Senior Vice President of Business Affairs and Treasurer will immediately notify the President of the University and activate the Incident Response Team which is directly related to where and who is affected by the incident. Once the Incident Response Team is assembled, they will stay in operation until the conclusion of the incident. The **RMU POLICE DEPARTMENT** will keep the Incident Response Team aware of any progress involved in the incident.
- C. The **RMU POLICE DEPARTMENT** is responsible for initiating an Incident Police Report; it contains all of the investigative aspects of receiving such a report. If an outside agency utilized to assist Robert Morris University, they will also write such a report. Initially these reports may not be immediately available due to their

## V. Primary Contacts

- The primary contact for any type of bomb threat or suspicious package is the **RMU POLICE DEPARTMENT** at **(412) 397-2424**. They will respond to handle the incident.
- The RMU Police Department will immediately notify the Director/Chief of RMU Police for additional instructions.
- The Director/Chief of RMU Police will contact the Office of General Counsel.
- The Office of General Counsel will contact the Senior Vice President of Business Affairs and Treasurer. They will determine if an Emergency Notification will be sent to the entire community.

## VI. Shortfalls/Limitations

### **IDENTIFY ANY SHORTFALLS**

No shortfalls or limitations are identified.

## **BOMB THREAT CHECKLIST**

PLACE THIS CHECKLIST UNDER YOUR PHONE

**REMEMBER, DON'T HANG UP AFTER THE CALL**

**EXACT WORDING OF THE THREAT:**

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**QUESTIONS TO ASK:**

When is the bomb going to explode? \_\_\_\_\_

What is the location of the bomb? \_\_\_\_\_

Where did you put the bomb? \_\_\_\_\_

When did you put it there? \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will make the bomb explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why did you place the bomb? \_\_\_\_\_

What is your name? \_\_\_\_\_

Where are you? \_\_\_\_\_

What is your address? \_\_\_\_\_

**RECORD CALLING LINE IDENTIFICATION – DON'T HANG UP**

**ACTION**

**REPORT THE CALL IMMEDIATELY TO RMU POLICE DEPARTMENT**

**412-397-2424**

**CALLER'S VOICE**

Accent (specify): \_\_\_\_\_

Any impediment (specify): \_\_\_\_\_

Voice (loud, soft, etc...): \_\_\_\_\_

Speech (fast, slow, etc...): \_\_\_\_\_

Diction (clear, muffled): \_\_\_\_\_

Manner (calm, emotional, nervous): \_\_\_\_\_

Did you recognize the voice? \_\_\_\_\_

If so, whom do you think it was. \_\_\_\_\_

Was the caller familiar with the area? \_\_\_\_\_

**THREAT LANGUAGE**

Well spoken: \_\_\_\_\_

Incoherent: \_\_\_\_\_

Irrational: \_\_\_\_\_

Taped: \_\_\_\_\_

Message read by caller: \_\_\_\_\_

Abusive: \_\_\_\_\_

Other: \_\_\_\_\_

**BACKGROUND NOISES**

Street noises: \_\_\_\_\_ House noises: \_\_\_\_\_

Aircraft: \_\_\_\_\_ Local call: \_\_\_\_\_

Voices: \_\_\_\_\_ Long Distance: \_\_\_\_\_

Music: \_\_\_\_\_ STD: \_\_\_\_\_

Machinery: \_\_\_\_\_

**Other**

Sex of caller: \_\_\_\_\_

Estimated age of caller: \_\_\_\_\_

**CALL TAKEN BY**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Duration of call: \_\_\_\_\_

Number called: \_\_\_\_\_

**RECIPIENT**

Name (print): \_\_\_\_\_

Telephone number: \_\_\_\_\_

Signature: \_\_\_\_\_

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