



# UH MĀNOA BOMB THREAT PROCEDURES & CHECKLIST

## BOMB THREAT & SUSPICIOUS PACKAGE PROCEDURES

Most bomb threats are received by phone. Bomb threats should always be taken seriously until proven otherwise. Act quickly, but remain calm and obtain information using this checklist.

### If a bomb threat is received by phone:

1. DO NOT HANG UP, even if the caller does. Have someone else contact 911 and DPS 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 immediately. Write down as much detail as you can remember. Try to get exact words.
7. If your phone has a display, copy the phone number and/or letters.

### If a bomb threat is received by handwritten note:

- Call DPS 808-956-6911 and HPD at 911.
- Do not touch or handle the note any further. Do not allow others to touch the note.

### If a bomb threat is received by email:

- Call DPS 808-956-6911 and HPD at 911.
- Do not delete the message.

### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled
- Incorrect titles
- Foreign postage
- Restrictive notes

*Follow instructions from DPS 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 (always call both!)

UH Mānoa Dept of Public Safety: (808) 956-6911  
Honolulu Police Department: 911

## BOMB THREAT CHECKLIST

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

Incoming Telephone Number: \_\_\_\_\_

Time Caller Hung Up: \_\_\_\_\_

Your Phone Number  
(where call was initially received): \_\_\_\_\_

### Ask the caller:

|  |
|--|
| Where is the bomb located (building, floor, room, etc.)?                         |
| When will it go off?   |
| What does it look like?  |
| What will make it explode?   |
| Did you place the bomb? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Why?   |
| What is your name?   |
| Where are you located?   |
| Estimated age:   |
| Is the 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
- 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
- PA System
- Conversation
- Machinery
- Music
- Clear
- Static

### Threat Language

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

### Other Information: