1. Purpose
These are the guidelines to follow when handling and responding to bomb threats.

2. Guidelines
When a bomb threat is received, the Virginia Tech Police Department or, if the threat is received outside of Blacksburg, the local law enforcement agency should be notified immediately. Do not discuss the call with anyone except your dean, director or building supervisor unless authorized to do so. Follow the instructions from the Police Department.

3. Procedures

3.1 Telephoned Threat
As soon as a telephoned bomb threat is received, the person answering the telephone should signal a third-party to inform the Virginia Tech Police Department. Individuals who receive a telephoned bomb threat in locations other than Blacksburg should contact the local law enforcement agency.

The person receiving the call should be guided by the following instructions:

1. Remain calm and try to hold the caller on the phone as long as possible.
2. Record exact time and date of call.
3. Record exact words and all words of caller.
4. If caller is interested in talking, encourage him or her to do so by asking questions.
5. When possible, ask caller:
   a. The time the bomb is set to go off,
   b. The location of the bomb (the exact spot if possible) and why it was placed there,
   c. The kind of explosive material in the bomb (dynamite, black powder, TNT),
   d. How the device will be set off (timing mechanism, oxidizing agent, heat, etc.).
e. If there is any special way to identify the bomb.

6. From the voice of the caller, try to determine:
   a. Gender
   b. Age (child, teenager, adult),
   c. Race,
   d. Accent (native, other part of country, foreign),
   e. Any speech defects or peculiarities (lisp, stutter, slurred, etc.),
   f. What is the manner of the caller (calm, angry, emotional, etc.),
   g. Is caller drunk or on drugs?
   h. Is caller calm, excited, in a hurry?
   i. Does caller seem educated or uneducated (speech habits, word use, language, etc.),
   j. Does caller repeat words or phrases?
   k. Does caller emphasize certain words?

7. Note any background noises, which might help determine origin of call, such as:
   a. Silence,
   b. Animals (dog barking, farm noise, etc.),
   c. Street noises,
   d. Airplanes (jet overhead, plane taking off, etc.),
   e. Motor running,
   f. Office machines,
   g. Music, television, or radio program,
   h. Dishes rattling,
   i. Baby crying, or
   j. People laughing, partying, etc.,

8. When call is complete, notify the Virginia Tech Police Department or, if the threat was received outside of Blacksburg, the local law enforcement agency if it has not already been contacted. Write down everything about the call while it is fresh in your memory. The Virginia Tech Police will respond immediately. Contact the dean, director, or building supervisor and have them meet the police at a pre-determined location at the building. Do not discuss the call with anyone else unless authorized to do so.

9. Follow the instructions from the Police Department.
3.2 Written Threats
If a written threat of an explosive device or other danger is received, contact the Virginia Tech Police Department, or, if received outside of Blacksburg, the local law enforcement agency, immediately. The threat should never be ignored. Save all materials, including any envelope or container. Once the message is recognized as a threat, further unnecessary handling should be avoided. Every effort must be made to retain evidence, such as fingerprints, handwriting or typewriting, paper, and postal marks, which are essential to tracing the threat and identifying the writer.

4. Definitions

5. References

6. Approval and Revisions
Approved May 11, 1989, by Associate Vice President for Facilities, David R. Ford.
- Revision 1
  Changed from policy to procedure.
- Revision 2
  Procedure updated to remove language that did not allow for the evacuation of a building without permission of the Police Department.
  Approved May 6, 2002 by Vice President for Administration and Treasurer, Raymond D. Smoot, Jr.
- Revision 3
  Annual review January 18, 2011 by Vice President for Administrative Services, Sherwood G. Wilson. No revisions.
- Revision 4
  Revision to add that outside the Blacksburg campus, the local law enforcement agency should be the primary contact for reporting receipt of bomb threats.
  Approved October 14, 2013 by Vice President for Administration, Sherwood G. Wilson.