Environmental Health & Safety Office

GEORGE MASON UNIVERSITY

BOMB THREAT GUIDE

Version	Date	Comments
1	April, 2009	Initial *Bomb Threat Guide*
2	April, 2012	Routine review
3	February, 2015	Routine review

A. INTRODUCTION

This Guide provides guidance on how to respond to a bomb threat or a caller who claims a bomb is located on campus.

B. SCOPE

The majority of bomb threats are hoaxes; however it is important that all threats be treated seriously. A quick and organized response to a perceived threat can minimize the risk of injury to students, employees, and visitors. Making a false bomb threat is a federal offense punishable under United States Code 18-844e, with a penalty of up to ten years in prison, $250,000 fine, or both. Bomb threats can be delivered via phone, letter, email, or in person. All threats received by George Mason University faculty, staff, and students must be reported to University Police.

C. RESPONSE

If a bomb threat is received by phone:

- Remain Calm. Attempt to keep the caller on the telephone as long as possible. Do not hang up, even if the caller does.
- Listen carefully, be polite, and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call University Police or, as soon as the caller hangs up, immediately notify University Police using a different phone.
- Use the *Bomb Threat Checklist* (Attachment A).
- Record the time and phone number if you have a caller ID or use the "Call Trace" function (*57) after the caller is off the line.
- Contact University Police (703) 993-2810 immediately after receiving the threat.
- Take no further action until advised to do so by the University Police. Responding officers will assess the threat and advise the building occupants if it is necessary to evacuate the building and/or area.

If a bomb threat is received by email, fax, or other electronic communication:
- Immediately notify University Police
- Do not delete or throw away the message

- Provide or relay the entire message and any previous correspondence with the sender.
- Take no further action until advised to do so by the University Police. Responding officers will assess the threat and advise the building occupants if it is necessary to evacuate the building and/or area.

If a bomb threat is received by handwritten note:
- Immediately notify University Police
- Handle note as minimally as possible

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Bomb Threat Checklist	
Questions to Ask Caller:	**Date and Time of Call:**
1. Where is the bomb located?	
2. When will it explode?	
3. What does it look like?	
4. What kind of bomb is it?	
5. What will make it explode?	
4. Did you place the bomb?	
5. Why?	
6. What is your name?	
7. Where are you now?	

Background Noise/Sounds *(check all that apply)*		Caller's Voice *(check all that apply)*		
_____ Office Machines	_____ Children	___ Male	___ Excited	___ Deep
_____ Street Noises	_____ Machines	___ Female	___ Angry	___ High
_____ Voices	_____ Animals	___ Normal	___ Slurred	___ Cracking
_____ Dishes	_____ Static	___ Soft	___ Nasal	___ Stutter
_____ Music	_____ No Noise	___ Loud	___ Lisp	___ Laughing
_____ Radio	_____ Outdoors	___ Fast	___ Raspy	___ Crying
_____ Airport	_____ Crowd	___ Slow	___ Familiar?	___ Altered
_____ Other:		___ Calm	___ Accent (type) _____	

Exact Wording of the Threat:

Notes:

IMMEDIATELY REPORT ALL THREATS TO UNIVERITY POLICE