



Bomb Threat Response Plan

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

APPLICATION

This procedure shall be placed into effect at any time a Bomb Threat is received. Regardless of the means by which the threat is delivered, all bomb threats are to be considered real until proven otherwise.

PHONED-IN THREAT RESPONSE PROCEDURE

If you receive a bomb threat via phone, it is critical that you are both calm and courteous and that you treat the threat as real. Listen to everything that the caller says without interrupting and if possible, notify a colleague via written note. Use the Bomb Threat Checklist ([\\server.cbt.utk.edu/resources/forms/bomb_threat_checklist.pdf](http://server.cbt.utk.edu/resources/forms/bomb_threat_checklist.pdf)) as a guide to help with noting every possible detail. Try to take notes during the conversation, but do not allow your note-taking to distract you from carefully listening to every word and audible detail you can gather.

The following list provides a guide to the actions which should be taken when responding to a phoned-in threat.

1. Listen carefully and courteously to the caller noting as much detail as possible.
2. Pass a written note to a colleague if possible.
 - a. Should you be passed such a notice, call 911 out of earshot of the phone on which the threat is being called in and out-of-range of any audience if possible. Remain on the line with the dispatcher until otherwise directed.
3. When the call is completed, take a moment to finish making notes on the Bomb Threat Checklist while your memory is fresh.
4. Immediately call 911 if a colleague was unavailable to do so.
5. Follow the directions of the 911 dispatcher.
6. If an evacuation is required:
 - a. If a show is in progress and the situation permits, notify the House and/or Stage Manager to initiate the evacuation.
 - b. If a show is not in progress, activate the fire alarm via the nearest pull station.

WRITTEN THREAT RESPONSE PROCEDURE

If you receive a bomb threat in written form, it is critical that you remain calm. The following list provides a guide to the actions which should be taken when responding to a phoned-in threat.

1. Place the document/package in a clean plastic bag or container to avoid destroying any fingerprints or other evidence that may be present.
2. Immediately call 911. Be prepared to provide the following information:
 - a. Exact location of threatened area.
 - b. Occupied status of the facilities.
 - c. Any information on the delivery and receipt of the document/package.
 - d. Any information given in the threat.
3. Follow the directions of the 911 dispatcher.
4. If an evacuation is required:
 - a. If a show is in progress and the situation permits, notify the House and/or Stage Manager to initiate the evacuation.
 - b. If a show is not in progress, activate the fire alarm via the nearest pull station.

IN THE EVENT OF AN EXPLOSION IN THE FACILITY

If an explosion occurs which is not part of a production's normal operation:

1. Immediately initiate an evacuation:
 - a. If a show is in progress and the situation permits, notify the House and/or Stage Manager to initiate the evacuation.
 - b. In all other cases, activate the fire alarm via the nearest pull station.
2. Immediately call 911. Be prepared to provide the following information:
 - a. Exact location of detonation.
 - b. Occupied status of the facilities.
 - c. Any information on the cause of the detonation.
3. Follow the directions of the 911 dispatcher.

While an explosion could occur from the failure of some mechanical systems within the facility, all explosions should be treated as if they are caused by a malicious explosive device until an investigation by the appropriate authorities proves otherwise.