BOMB THREAT TELEPHONE PROCEDURES CHECKLIST

INSTRUCTIONS: Be Calm. Be Courteous. LISTEN, do not INTERRUPT the caller and gather as much information as possible. Contact Campus Enforcement and Patrol 864-4100 or Emergency Services 911 immediately.

Time: ___________ Date: _____________________ Phone Display (Caller ID): _____________________

BOMB FACTS

When will bomb go off? ________________________ Bomb Location? ________________________

Type of Bomb? Timer ___________ Clock ___________ Remote ___________ Radio ___________

What does it look like? ________________________ When was it planted? ________________________

Did you plant it? _______________ Reason why? ________________________ What is your name? ________________________

Knowledge of: Building ___________ Operations ___________ Employees ___________

CALLERS IDENTITY

GENDER: Male _____ Female _____ Adult _____ Juvenile _____ Approximate Age ___________

VOICE CHARACTERISTICS

Loud _____ Soft _____ Deep _____ High Pitched _____ Raspy _____ Pleasant _____ Nervous _____

SPEECH

Fast _____ Slow _____ Distinct _____ Distorted _____ Stutter _____ Lisp _____ Slurred _____ Other _____

LANGUAGE

Excellent _____ Good _____ Fair _____ Poor _____ Foul _____ Other ___________________________________________

ACCENT

Local _________ Non-Local _________ Region __________________________________________

MANNER

Angry _____ Rational _____ Irrational _____ Coherent _____ Incoherent _____ Laughing _____ Other _____

BACKGROUND NOISE

Traffic ________ Machinery ________ Voices ________ Music ________ Other _______________________

Write out the message in its entirety and any other comments that were made. Talk with no one other than those instructed by your Supervisor. Provide this checklist to CEP. Be available to meet with Police upon their arrival.