

BOMB THREAT CHECKLIST

Telephone Procedures

INSTRUCTIONS: Be calm, be courteous, listen. Do not interrupt the initial message of the caller. If possible, notify your supervisor immediately by a pre-arranged signal while the caller is on the line.

Name of Operator _____ Time _____ Date _____

Caller's Identity:

Sex: Male _____ Female _____ Adult _____ Juvenile _____ Approximate age _____ in years

Origin of Call: (Check Caller ID)

Local _____ Long Distance _____ Booth _____ Internal _____ Write the number here _____

Voice Characteristics

____ Loud _____ Soft
____ High Pitch _____ Deep
____ Raspy _____ Pleasant
____ Intoxicated _____
Other _____

Speech

____ Fast _____ Slow
____ Distinct _____ Distorted
____ Stutter _____ Nasal
____ Slurred _____ Lisp

Other _____

Language

____ Excellent _____ Good
____ Fair _____ Poor
____ Foul _____
Other _____

Accent

____ Local _____ Not Local
____ Foreign _____ Region
____ Race _____ Other

Manner

____ Calm _____ Angry
____ Rational _____ Irrational
____ Coherent _____ Incoherent
____ Deliberate _____ Emotional
____ Righteous _____ Laughing

Background Noises

____ Mixed _____ Airplanes
____ Bedlam _____ Animals
____ Trains _____ Voices
____ Music _____ Quiet
____ Factory Machines
____ Street Traffic
____ Party Atmosphere
____ Office Machines

BOMB FACTS

Pretend difficulty with hearing. Keep the caller talking. If the caller seems agreeable to further conversation, ask questions like:

When will it go off? Certain hour _____ Time remaining _____

Where is it located? Building _____ Floor/Office/Area _____

What kind of bomb? _____

How do you know so much about the bomb? _____

Where are you now? _____

What is your name and address? _____

If the building is occupied, inform the caller that detonation could cause injury or death.

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Did the caller appear familiar with the building by his description of the bomb location? _____

ACTIONS TO TAKE IMMEDIATELY AFTER THE CALL

- NOTIFY THE UNIVERSITY POLICE, EXT 911 or 934-3535
- NOTIFY YOUR IMMEDIATE SUPERVISOR.

Talk to no one -- other than instructed by your supervisor or the Police.