

Bomb Threat Procedures

College Personnel receiving telephoned threats should get as much information as possible from the caller, using this form, and report it immediately to Security or the applicable Police Department.

Bomb Threats or suspicious packages received through the mail or other means will be reported immediately. If you receive a phone threat, get the attention of another staff member and have them summons assistance while you are still on the line with the caller.

Security or a Police Department will assess the threat and advise the building occupants if it is necessary to evacuate the building. If it is necessary, evacuate the building area until advised to return.

Initial Information;

Exact time of call _____

Phone # of caller (if available) _____

Exact words of caller _____

Questions to ask;

When is the bomb going to explode? _____

Where is the bomb? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why are you doing this? _____

Where are you calling from? _____

What is your address? _____

What is your name? _____

Observations to make;

Caller's voice (circle one)

Calm	Disguised	Male	Female	
Stutter	Slow	Nasally	Angry	Broken
Giggling	Deep	Sincere	Lisp	Rapid
Stressed	Accent	Crying	Squeaky	Excited
		Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____