ANNEX – D: BOMB THREATS

If you receive or discover a bomb threat, IMMEDIATELY DIAL 3411 TO REPORT IT TO CAMPUS SAFETY. If you have someone calling in a bomb threat, ask the questions on the Bomb Threat Checklist and fill in as much information as you are able to obtain.

BOMB THREAT CALL CHECKLIST

Date: __________________________ Time of Call: ______________________________

Call received by: ____________________________________________________________

Caller ID Number on LCD if available __________________________________________

Exact Statement of Caller. Make notes as the caller talks. Quote as much as possible what the caller says:

__________________________________________________________________________

__________________________________________________________________________

Assessment of Caller’s Voice:

( ) Male   ( ) Adult   Estimated age __________
( ) Female ( ) Child   Accent ________________

Speech:

( ) Slow   ( ) Calm   ( ) Deep
( ) Fast   ( ) Excited ( ) High Pitched
( ) Normal ( ) Angry  ( ) Intoxicated
( ) Rational ( ) Irrational ( ) Impediment

Background Noises:

( ) Music   ( ) Office noises ( ) Traffic
( ) Talking ( ) Heavy equipment ( ) Airplanes
( ) Laughing ( ) Trains   Other ______________

Notification of Others:

( ) Supervisor ( ) Police/Fire ( ) Security

Ask the caller for information if not volunteered, such as:

- When is the bomb set to go off?
- Where is the bomb located?
- What does the bomb look like?
- Is the bomb hidden or out in the open?
- What is the type, color or physical information regarding the bomb?
- Ask why the caller wants to cause harm to the building or its occupants?
- Name of the caller or group claiming responsibility?

Add to the notes any personal impressions of the caller such as:

1. The caller’s familiarity with the facility.
2. Voice or other speech characteristics of the caller.
3. Background noises.
4. Male or female.
5. Nervous or calm.