

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.