SECTION 4—BOMB THREAT

WHEN A BOMB THREAT IS CALLED IN:

1. Keep the caller on the line as long as possible. Ask him or her to repeat the
   message. **Write down** every word spoken by the person. Complete Bomb Threat
   Checklist on the following page.

2. If the caller does not indicate the location of the bomb or the time of possible
   detonation, ask him or her for the information.

3. Ask the caller why he or she planted a bomb if he or she does not indicate a reason.

4. Inform the caller that the building is occupied and that detonation could result in
   death or serious injury to innocent people.

5. Pay attention to peculiar background noises such as motors running, music, people
   talking, and any other sounds that may give a clue to the location or identity of the
   caller.

6. Listen to the voice (male/female), voice quality (calm/excited). Listen for accents
   and speech impediments.

NOTIFY IMMEDIATELY:

1. CAMPUS POLICE, **EXT. 4424**
2. College Administrator in charge.

DO NOT TOUCH:

1. Check area for unusual packages.
2. Leave any suspicious objects for the experts.
3. Do not use any device that transmits a radio signal (cell phone, radio, etc.) near a
   suspicious package.
BE PREPARED TO:

1. Supply responding officers with as much of the above information as possible.
2. Supply any keys that will help officers in a building search.
3. Alert key personnel who will aid in evacuation of the premise should that step become advisable.

NOTE: If the decision is made to search without evacuation, all available personnel will make a prompt and thorough visual inspection of their work areas. Any suspicious objects or packages found should be reported immediately to Campus Police. **The object or package should not be touched or moved!**

WRITTEN THREATS:

Once the message is recognized as a bomb threat, save the message, including the envelope or container. AVOID unnecessary handling since fingerprints may be taken. NOTIFY Campus Police immediately.

**SEE BOMB THREAT CHECKLIST ON NEXT PAGE →**
BOMB THREAT CHECKLIST

Exact time of call: ___________________________________________________________

Exact words of caller:

________________________________________________________________________

________________________________________________________________________

QUESTIONS TO ASK

1. When is bomb going to explode? __________________________________________
2. Where is bomb now? ______________________________________________________
3. What kind of bomb is it? __________________________________________________
4. What does the bomb look like? ____________________________________________
5. What will cause it to explode? _____________________________________________
6. Did you place the bomb? _______ Why? ______________________________________
7. Where are you calling from? ______________________________________________
8. What is your address? _____________________________________________________
9. What is your name? _______________________________________________________

CALLER’S VOICE (circle)

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

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

Were there any background noises? __________________________________________

Remarks: ___________________________________________________________________

Person receiving call: ___________________________ Date: _________________

Telephone number call received at: _________________________________________