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

If voice is familiar, whom did it sound like? ___________________________________
Were there any background noises? _________________________________________