

# Bomb Threat Check List

<b>Time Call Received:</b>				
<b>Exact Words of Caller:</b>				
<b>Questions to Ask Caller</b>				
When is the bomb going to explode?				
Where is the bomb?				
What kind of bomb is it?				
What does it look like?				
What will cause it to explode?				
Did you place the bomb?				
Why?				
Where are you calling from?				
What is your address?				
What is your name?				
<b>Callers Voice (check all that apply)</b>				
male			female	
young		middle-aged		old
calm	disguised	nasal	angry	broken
stutter	slow	sincere	lisp	rapid
giggling	deep	crying	squeaky	excited
stressed	accent	loud	slurred	normal
If the voice is familiar, whom did it sound like?				
Were there any background noises?				
Person receiving call:				
Telephone number call received at:				
Date:				
Remarks:				



**Dial 2 for Blue 472-2222**



## If you receive a bomb threat over the telephone, use the bomb threat checklist:

1. Listen carefully to the details of the threat and try to keep the caller talking until you are able to get the answers to the following questions:
  - a. When is the bomb going to explode?
  - b. Where is it right now?
  - c. What does it look like?
  - d. What kind of bomb is it?
  - e. What will cause it to explode?
  - f. Did you place the bomb?
  - g. Why?
  - h. What is your name?
2. Jot down whether the caller is male or female; any distinctive voice characteristics the caller may have (i.e., accent, slurring, key words used) and any background noise you may hear.
3. When the caller hangs up, dial \*57 to activate a trace and follow the prompts.
4. After activating the trace, call University Police at 472-2222 and advise the dispatcher of all the information you learned from the caller concerning the bomb and its location. Be sure to give the dispatcher your name, office location, and telephone extension. **Do not hang up until the dispatcher releases you.**
5. After you contact University Police, remain quiet about the threat and stay where you are until contacted by University Police.
6. University Police, in cooperation with Fire Department, will give the order to evacuate the building if necessary.

### Note to Supervisors:

- Please ensure that all employees in each unit are familiar with these procedures.
- Visually inspect your work area for any objects that do not belong there.
- Report if you see anything suspicious.
- **Do not handle suspicious objects or packages.**

