



Emergency Management

BOMB THREAT CHECKLIST
Telephone Procedures

DATE: _____ **TIME RECEIVED:** _____ **AM/PM**

TIME CONCLUDED: _____ **AM/PM.**

- **REMAIN CALM, BE COURTEOUS, LISTEN, AND DO NOT INTERRUPT THE CALLER.**
- **GET THE ATTENTION OF ANOTHER PERSON – GIVE THAT PERSON A NOTE SAYING, “CALL CAMPUS SECURITY – THIS IS A BOMB THREAT.”**
- **IF YOUR PHONE HAS CALLER ID, RECORD THE NUMBER OF THE INCOMING CALL.**
- **WRITE DOWN THE EXACT WORDS OF THE CALLER AND THE THREAT.**
- **DON’T HANG UP THE PHONE. LEAVE THE LINE OPEN.**
- **NOTIFY A SUPERVISOR IF AVAILABLE.**
- **KEEP THE CALLER ONLINE AND ASK THE FOLLOWING QUESTIONS IF POSSIBLE:**

1. WHEN WILL IT EXPLODE? WHAT TIME? _____

2. WHERE IS IT LOCATED (FLOOR/ROOM)? _____

3. WHAT DOES IT LOOK LIKE? _____

4. WHAT KIND OF BOMB IS IT? _____

5. WHAT WILL SET IT OFF? _____

6. WHY ARE THEY DOING THIS? _____

7. WHO ARE YOU? _____

8. ARE YOU AWARE THAT YOU COULD KILL OR INJURE INNOCENT PEOPLE IN ADDITION TO THOSE YOU INTEND TO HURT? _____



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DESCRIPTION OF CALLER (check all that apply)

SEX: Male ___ Female ___ Unknown ___ **Approximate Age** ___

| Voice | Speech | Language | Behavior | Background |
|----------------|------------------|--------------------|-----------------|-------------------|
| ___ Clean | ___ Accented | ___ Educated | ___ Agitated | ___ Airport |
| ___ Distorted | ___ Deliberate | ___ Foreign | ___ Angry | ___ Animals |
| ___ Loud | ___ Distinct | ___ Foul | ___ Blaming | ___ Baby |
| ___ Muffled | ___ Fast | ___ Intelligent | ___ Calm | ___ Birds |
| ___ Nasal | ___ Hesitant | ___ Irrational | ___ Fearful | ___ General Noise |
| ___ Pitch-High | ___ Lisp | ___ Rational | ___ Laughing | ___ Guns Firing |
| ___ Pitch-Med | ___ Slow | ___ Slang | ___ Nervous | ___ Gymnasium |
| ___ Pitch-Low | ___ Slurred | ___ Uneducated | ___ Righteous | ___ Machinery |
| ___ Pleasant | ___ Stuttered | ___ Unintelligible | ___ Other | ___ Music |
| ___ Raspy | ___ If Accented, | ___ If Foreign, | | ___ Party |
| ___ Smooth | Describe: | Describe: | | ___ Quiet |
| ___ Soft | | | | ___ Restaurant |
| ___ Squeaky | | | | ___ Talking |
| ___ Unclear | | | | ___ Tavern/Bar |
| ___ Other | | | | ___ Television |
| | | | | ___ Traffic |
| | | | | ___ Train |
| | | | | ___ Typing |
| | | | | ___ Water/Wind |
| | | | | ___ Other |

Name of person receiving the Call _____

Phone Number Threat was received on _____

Name of Possible Suspect _____

Campus Security dial “6911” (campus phone) or 540-362-6911 (non-campus phone).