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 i	f available	
Exact Statement of Caller. N		e as much as possible what the caller say
Assessment of Caller's Voice	e.	
() Male () Female	() Adult () Child	Estimated age
Speech: () Slow () Fast () Normal () Rational	() Calm() Excited() Angry() Irrational	() Deep() High Pitched() Intoxicated() Impediment
Background Noises:		
() Music() Talking() Laughing	() Office noises() Heavy equipment() Trains	() Traffic() AirplanesOther
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