BOMB THREAT CHECKLIST

| 1. TIME OF CALL
 |       |
| --- | --- |

Attempt to KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE. BE CALM! BE COURTEOUS! LISTEN! DO NOT INTERRUPT CALLER. NOTIFY SOMEONE ELSE NEARBY by prearranged signal while the caller is on the line whenever possible. WRITE DOWN THE EXACT WORDS OF THE CALLER:

|       |
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|       |
|       |

ASK: (Often the person will respond or provide significant information that provides clues to the identity)

| 1. Location of the device?
 |       |
| --- | --- |
| 1. When will it go off?
 |       | Time Remaining  |       |
| 1. What king of device is it?
 |       |
| 1. Where are you now?
 |       |
| 1. How do you know so much about it?
 |       |
| 1. What is your name and address?
 |       |

Note: Does the caller appear familiar with the campus? Yes [ ]  No [ ]

INFORM THE CALLER THAT DETONATION COULD CAUSE INJURY OR DEATH.

BOMB THREAT CHECKLIST

(Continued)

| 1. NOTE THE FOLLOWING:
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| **Caller’s Identity** | **Origin of Call** |
| --- | --- |
| [ ]  Adult [ ]  Male [ ]  Juvenile [ ]  Female       Approx. Age       Race | [ ]  On-Campus [ ]  Long Distance[ ]  Local [ ]  Booth |
| **Voice Characteristics** | **Speech** |
| **[ ]** Loud [ ]  Raspy [ ]  Soft [ ]  Deep[ ]  High Pitched [ ]  Pleasant [ ]  Intoxicated [ ]  Other       | [ ]  Fast [ ]  Stutter [ ]  Slow [ ] Slurred[ ]  Distinct [ ]  Lisp [ ]  Distorted [ ]  Other       |
| **Language** | **Accent** |
| [ ] Foul [ ] Fair [ ] Excellent [ ]  Poor [ ]  Good [ ]  Other       | [ ]  Local [ ]  Not Local [ ]  Foreign |
| **Manner** | **Background Noises** |
| [ ]  Calm [ ]  Coherent [ ]  Angry[ ]  Incoherent [ ]  Rational [ ]  Deliberate [ ]  Irrational [ ]  Emotional  | [ ]  Factory Machines [ ]  Bedlam [ ]  Office Machines [ ]  Music [ ]  Other       |

| 1. TAKE THE FOLLOWING ACTIONS AFTER CALLER HANGS UP:
2. Notify Security at 8-8433
3. Notify your immediate Supervisor
4. Talk to no one else other than as instructed by supervisor or Security.
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