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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