

If a bomb threat is received:

- Stay calm.
- If your phone has Caller ID, record the number displayed.
- Gain the attention of someone else close-by, *point to this information*, and have that person call 9-911 from any other campus phone or 911 from a cell phone. This call should be made out of hearing range from the caller.
- Try to keep the caller on the phone long enough to complete the Bomb Threat Check Sheet located on the next page.
- Ask check sheet questions.
- Work with arriving emergency personnel to assist them in evaluating the situation.
- Assist emergency responders with a search of the area if requested.
- Provide for an orderly evacuation **only** when ordered by emergency personnel.

Bomb Threat Check Sheet is provided on the next page.

Bomb Threat

BOMB THREAT CHECK SHEET

Exact time of call _____

Exact words of caller _____

Questions to ask:

1. When is bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

Caller's voice: (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Date: _____

Report call immediately to 9-911 from a campus phone, or 911 from your cell phone or off campus phone.

Bomb Threat Check Sheet