BOMB THREAT REPORT FORM

INSTRUCTIONS: BE CALM, BE COURTEOUS, LISTEN CAREFULLY, DO NOT INTERRUPT THE CALLER, AND KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE. INFORM CALLER THAT BUILDING IS OCCUPIED WITH A LOT OF INNOCENT PEOPLE. WHILE CALLER IS STILL ON LINE, NOTIFY YOUR SUPERVISOR OR UNIVERSITY POLICE BY PREARRANGED SIGNAL OR BY PASSING A NOTE. DO NOT USE CELL PHONES IN THE AREA, DO NOT TOUCH OR MOVE SUSPICIOUS PACKAGE, AND FOLLOW EVACUATION INSTRUCTIONS.

Date of Call: _____________      Time of Call: ___________      Caller ID Tel#:___________________________________

________________________________________ _______________________________________________________________________________

Employee/Student Name & Dept.                                       Extension that call was received

Exact wording of the threat:_______________________________________________________________

________________________________________

QUESTIONS TO ASK:
1. When is the bomb going to explode? _________________________________________________
2. Where is the bomb right now? ______________________________________________________
3. What kind of bomb is it? ________________________________________________________________________________
4. What does it look like?  _________________________________________________________________________________
5. What will make it explode? ______________________________________________________________________________
6. Did you place the Bomb?  Yes   No 7. Why?_______________________________________________________

TRY TO DETERMINE THE FOLLOWING (CIRCLE AS APPROPRIATE)

Caller’s Identity: Male   Female,   Adult   Juvenile,   Estimated Age Range ___________ to ___________ years

Caller’s Voice: Loud   Soft   High Pitch   Deep   Raspy   Pleasant   Excited   Disguised Other ________________________________

Accent: Local   Not Local   Foreign   Region _____________________________________________________________________

Speech: Fast   Slow   Distinct   Stutter   Nasal   Slurred   Broken   Taped playback   Other _____________________________________

Language: Well Spoken/ Educated   Good   Fair   Poor   Profane   Read message   Other ______________________________________

Manner: Calm   Angry   Rational   Irrational   Coherent   Emotional   Righteous   Intoxicated   Laughing

Background Noises: Office Machinery,  Factory Machinery,  Trains,  Automobiles,  Animals,  Music playing,  House noise, Commotion,  Street Traffic,  Party atmosphere,  Airplanes,  Voices, Quiet

Additional Information: ______________________________________________________________________________________

___________________________________________________________________________________________________________

Action to take after call: Immediately report the call to UNIVERSITY POLICE @ EXT. 5555 using another telephone notify your supervisor only, and do not talk to any other person. Remain available for further interviews by law enforcement personnel.

For Written Threats: Save all materials; including any envelopes, contents, or container. Once the message is determined to be a threat, further unnecessary handling should be avoided. This will prove essential in tracing the threat and identifying the writer.