



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.