Individual receiving call will take the following steps:

Remain calm and complete the attached Bomb Threat Report.

Keep the caller on the line as long as possible. Ask him/her to repeat the message.

Record every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.

Inform the caller that the building is occupied and that the detonation of a bomb could result in death or serious injury to many innocent people.

Pay particular attention to the background noises such as motors running, music playing, and any other noise, which may give a clue as to the location of the caller.

Listen closely to the voice (male/female), voice quality (calm/excited), accents and speech impediments.

Ask who the target is.

Immediately after the caller hangs up, hang up your telephone, pick it up again, dial *57 and listen to the message. Write down any pertinent information. Also record the time that the *57 call was made and the phone number that the call was made from.

Immediately call the Campus Police Office at x3-6666.

When you are reporting a bomb threat by telephone, remember to stay calm speak clearly, identify yourself, your department and your location. Make sure you give the police department the telephone number where the *57 trace call was dialed from and the time the *57 trace call was made.

Remain available, as the investigating officers will want to interview you.
Remember: Be calm, courteous, listen (do not interrupt the caller).

Date call received: ________________________________
Exact time call received: ________________________________
Exact words of caller: ______________________________________________________________

QUESTIONS TO ASK THE CALLER:

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

TRY TO DETERMINE THE FOLLOWING (circle as appropriate)

Callers Identity: Male       Female     Adult       Juvenile     Age: _____ years
Voice:    Loud      Soft    High Pitch    Deep    Raspy    Pleasant
Accent:    Local      Not Local      Foreign      Region
Speech:    Fast        Slow           Distinct    Distorted    Stutter Nasal    Slurred
Language:    Excellent    Good           Fair    Poor    Foul    Other:
Manner:    Calm    Angry    Rational    Irrational    Coherent    Deliberate
           Emotional    Laughing    Intoxicated
Background Noises:    Machines    Trains       Animals    Music    Airplanes
                      Street traffic    Party    atmosphere    Quiet Voices
Dial *57:    Record time of call ______
             Record the phone number you called from:_______
Your Name:_______________________ Phone:_________________________

If you have any additional information please record it on the back of this form.
**Immediately Report This Bomb Threat to Campus Police at X6666 and to your Supervisor**