

General Bomb Threat Guidelines

Any individual receiving a bomb threat call should do the following:

1. Remain calm and keep the caller on the line as long as possible. Ask the caller to repeat the message and record every word.
2. If the caller does not indicate the location of the bomb or the time of detonation, ask for this information.
3. Advise the caller that the building is occupied and detonation could result in death or serious injury to innocent people.
4. Pay particular attention to background noises, such as motors running, music, or any other noises which may indicate the location from which the call is being made.
5. Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or unusual characteristics, and complete threat data form.
6. If the caller can be kept talking, ask specific questions as indicated on the attached Bomb Threat Report.
7. It is desirable, but not always practicable, to have more than one person listen in on the bomb threat call.
8. Immediately notify the campus police or local law enforcement.

Campus Personnel

A bomb threat report will be supplied to the college president or designee and Chief of Campus Police or local law enforcement. The person receiving the threat will attempt to:

1. Obtain all the information requested on the report.
2. Document all information the caller is willing to give.
3. Listen and document any background noises, which might be of assistance to investigators.
4. Have a co-worker immediately notify the campus police or local law enforcement on another extension.

A bomb threat report will be filled out whether receiving the bomb threat directly or indirectly.

BOMB THREAT REPORT

INSTRUCTIONS: BE CALM. BE COURTEOUS. LISTEN, DO NOT INTERRUPT THE CALLER. NOTIFY YOUR IMMEDIATE SUPERVISOR. TALK TO NO ONE OTHER THAN INSTRUCTED BY YOUR SUPERVISOR.

DATE _____ TIME _____ PHONE NO. _____

DISPLAYED _____ (Note whether caller is on campus line, transferred in, or off campus.)

LOCATION DISPLAYED: _____

EXACT WORDS OF PERSON PLACING CALL:

QUESTIONS TO ASK:

When is the bomb going to explode?

Where is the bomb right now?

What kind of a bomb is it?

What does the bomb look like?

Why was the bomb placed?

Who placed the bomb there?

TRY TO DETERMINE THE FOLLOWING:

Caller's Identity:

Male Female (Circle One)

Adult Juvenile (Circle One)

Years of Age:

Voice: Loud Soft High Pitch Deep Raspy

 Pleasant Intox./ Drugged (Circle all that apply)

Accent: Local U.S. Foreign Regional (Circle all that apply)

Speech: Fast Slow Distinct Distorted Nasal
Stutter Slurred Lisp (Circle all that apply)

Language: Excellent Good Fair Poor Foul (Circle all that apply)

Manner: Calm Angry Rational Irrational
Coherent Incoherent Deliberate (Circle all that apply)

Back-ground noises: Office Machine Factory Machine Train or Airplane
Traffic Music Quiet
Animal Party Atmosphere (Circle all that apply)

Person Receiving Call: _____