

Bomb Threat Checklist / Phone Procedures

The following is a checklist to be utilized by an operator or person receiving a call which threatens the safety or security of the college. All possible questions should be answered immediately following a phoned-in threat.

Call ID Number (if possible) _____
Time call was received _____
Time call was terminated _____
Caller's name or address (if known) _____

Questions to ask:

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Did the caller place the bomb on the college property? _____
7. Why was the bomb placed on the property? _____
8. Where is the caller calling from? _____

Description of the caller's voice (check all that apply):

- | | | | |
|---------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="radio"/> Calm | <input type="radio"/> Laughing | <input type="radio"/> Crying | <input type="radio"/> Raspy |
| <input type="radio"/> Lisp | <input type="radio"/> Slurred | <input type="radio"/> Soft | <input type="radio"/> Sincere |
| <input type="radio"/> Accent | <input type="radio"/> Angry | <input type="radio"/> Stutter | <input type="radio"/> Stressed |
| <input type="radio"/> Disguised | <input type="radio"/> Deep | <input type="radio"/> Squeaky | <input type="radio"/> Clears |
| <input type="radio"/> Rapid | <input type="radio"/> Normal | <input type="radio"/> Distinct | <input type="radio"/> Throat |
| <input type="radio"/> Loud | <input type="radio"/> Broken / | <input type="radio"/> Slow | |
| <input type="radio"/> Nasal | <input type="radio"/> Cracking | <input type="radio"/> Excited | |

Description of background noises (check all that apply):

- | | | |
|-------------------------------------|-------------------------------------|------------------------------------|
| <input type="radio"/> Street noises | <input type="radio"/> Booth | <input type="radio"/> Music |
| <input type="radio"/> Clear | <input type="radio"/> Normal | <input type="radio"/> Voices |
| <input type="radio"/> House noises | <input type="radio"/> PA system | <input type="radio"/> Other: _____ |
| <input type="radio"/> Office | <input type="radio"/> Motor | |
| <input type="radio"/> Factory / | <input type="radio"/> Static | |
| Machinery | <input type="radio"/> Animal noises | |

Description of threat language:

- | | |
|--|--|
| <input type="radio"/> Well spoken (educated) | <input type="radio"/> Foul |
| <input type="radio"/> Irrational | <input type="radio"/> Incoherent |
| <input type="radio"/> Taped | <input type="radio"/> Message read by threat maker |

Remarks: _____