Bomb Threat Check List

If you receive a bomb threat call, use this form to record all information.

BE CALM, BE COURTEOUS, LISTEN, DO NOT INTERRUPT

Exact words of caller:

___________________________________________________________________

___________________________________________________________________

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. Why did you place it?

___________________________________________________________________

6. Where are you calling from?

___________________________________________________________________

CALLER'S VOICE (Circle)

Male                     Female                     Adult                     Juvenile

Accent                   Wellspoken                  Irrational                 Incoherent

Foul                     Calm                        Angry                      Excited

Slow                     Rapid                       Soft                       Loud

Laughter                 Crying                      Normal                     Slurred

Nasal                    Speech Impediment            Unusual Breathing           Raspy
Clearing Throat  Deep  High  Disguised
Cracking Voice  Familiar  Taped

If the voice is familiar, who did it sound like?

__________________________________________________

Did the caller indicate knowledge of the campus? (Circle one)  Yes  No

If yes, explain:

________________________________________________________________________

BACKGROUND SOUNDS (Circle)

Street Noises  Dishes  Voices  PA System  Factory Machinery
Static
Music  House Noises  Motor  Aircraft  On Campus
Quiet
Office Machinery  Animal Noises  Long Distance  Off Campus

Call 8000 immediately after the caller hangs up.

Emergency Actions - When an evacuation is ordered:

a. Collect your personal belongings (i.e. purse, briefcase, etc...) and take them with you as you exit the building.

b. Look around your desk and/or office for any suspicious items. **DO NOT TOUCH ANYTHING SUSPICIOUS,** instead report it to the Police after you exit the building.

c. After evacuation, report to an **EMERGENCY ASSEMBLY AREA.**

d. **DO NOT REENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY APPROPRIATE PERSONNEL (UNIVERSITY POLICE, BOONE POLICE DEPARTMENT OR BOONE FIRE DEPARTMENT).**

Name: ________________________________________

Dept.:_______________________ Phone:__________

Date received: ________________ Time received: ________________ Time ended: ____________

**TAKE THIS CHECKLIST WITH YOU AS YOU EVACUATE THE BUILDING**