

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand** tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.

Bomb Threat

TELEPHONE BOMB THREAT CHECKLIST



DATE and TIME of CALL: _____

PHONE NUMBER WHERE CALL WAS RECEIVED _____

PHONE NUMBER OF CALLER _____

PERSON TAKING CALL: _____ DEPT _____

What exactly did the caller say?

_____ (attach additional sheet if necessary)

Questions you should ask if possible:

Where is the bomb(s)? _____

When is the bomb(s) set to detonate? _____

What will cause the bomb to detonate? _____

What kind of bomb is it? _____

What is your name? _____

Where are you? _____

Why did you place the bomb? _____

Caller identifiers (circle): Male/Female Nervous/calm Accent Angry/Stressed

Voice Characteristics (circle):

Nasal Lisp Slurred Crying Normal

Sincere Broken Muffled/Fake Squaky/Hoarse

Other _____

Did the voice sound familiar? Yes/No Who did it sound like? _____

Background Noises (circle):

Airport Traffic Trains Water Intercom voices

Machinery Music Bar noises Children Television

Other: _____

**AVOID PLACING THE CALLER ON
HOLD OR TRANSFERRING
IF POSSIBLE.**

Call 533-3333 to report the bomb threat as soon as possible (or signal to co-worker to alert 3333). District Facilities will make appropriate notifications.

Remember:

1. Always take bomb threats seriously.
2. Remain calm and courteous.
3. Do not search for a bomb or touch any suspicious objects.
4. Do not use radios or cell phones to communicate. A radio or cell phone transmission can activate some types of bombs.
5. In the event of evacuation, wait for the Facilities Staff, Security Officer, Fire, Police or other college authority to give the "All Clear" before re-entering the site.

If you receive a handwritten/typewritten bomb threat, handle it minimally to preserve evidence.