

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.



FACILITIES Telephone Bomb Threat Checklist

Date and time of call _____

Phone number where call was received _____

Phone number of caller _____

Person taking call _____ Department _____

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 (check all that apply): Male Female Nervous Calm Accent Angry Stressed

Voice characteristics (check all that apply): Nasal Lisp Slurred Crying Normal Sincere

Broken Muffled Fake Squeaky Hoarse Other _____

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

Background noises (check all that apply): Airport Traffic Trains Water Intercom voices

Machinery Music Bar noises Children Television Other _____

AVOID PLACING THE CALLER ON HOLD OR TRANSFERRING IF POSSIBLE.

Call 24-hour security assistance SCC 475-7035 or SFCC 475-7040 as soon as possible.

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.