

BOMB THREAT / ANONYMOUS TELEPHONE CALL RECORD

Date _____
 Time _____
 Caller's ☐ Male ☐ Female
 Sex _____
 Approximate Age _____
 Accent _____

- Listen and remain calm
- Do not interrupt caller
- Attempt to keep caller talking
- Record as much information as you can while call is in progress
- **Signal someone to call Police (9-1-1)**

Threat (Exact Wording) _____

Questions: What time will the bomb explode? _____

Where is it located? _____

What does it look like? _____

What kind of bomb is it? _____

Why did you plant the bomb? _____

Where are you calling from? _____

What is your name? _____

Did caller reveal any identifying particulars? (e.g. nickname, familiarity with staff, etc.) _____

Were you able to see the origin of the call on your phone call display? (i.e. was it on campus, local, long distance?) _____

Did caller appear familiar with University property by description of bomb location? ☐ Yes ☐ No

VOICE:	SPEECH:	LANGUAGE:	MANNER:	BACKGROUND:
<input type="radio"/> Loud	<input type="radio"/> Fast	<input type="radio"/> Excellent	<input type="radio"/> Calm	<input type="radio"/> Office Machines
<input type="radio"/> Soft	<input type="radio"/> Slow	<input type="radio"/> Good	<input type="radio"/> Angry	<input type="radio"/> Factory Machines
<input type="radio"/> High Pitched	<input type="radio"/> Distinct	<input type="radio"/> Fair	<input type="radio"/> Rational	<input type="radio"/> Street Traffic
<input type="radio"/> Deep	<input type="radio"/> Distorted	<input type="radio"/> Poor	<input type="radio"/> Irrational	<input type="radio"/> Airplanes
<input type="radio"/> Raspy	<input type="radio"/> Stutter	<input type="radio"/> Foul	<input type="radio"/> Coherent	<input type="radio"/> Trains
<input type="radio"/> Pleasant	<input type="radio"/> Nasal	<input type="radio"/> Use of certain	<input type="radio"/> Incoherent	<input type="radio"/> Animals
<input type="radio"/> Intoxicated	<input type="radio"/> Slurred	words/phrases	<input type="radio"/> Deliberate	<input type="radio"/> Bedlam
<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> Emotional	<input type="radio"/> Party Atmosphere
			<input type="radio"/> Righteous	<input type="radio"/> Music
			<input type="radio"/> Laughing	<input type="radio"/> Voices
			<input type="radio"/> _____	<input type="radio"/> Mixed
				<input type="radio"/> Quiet
				<input type="radio"/> _____

REMARKS: _____

*** REMEMBER TO CONTACT POLICE AND CAMPUS SECURITY DURING OR IMMEDIATELY AFTER THE THREAT CALL IS COMPLETE AND FOLLOW THEIR INSTRUCTIONS.**

The average number of words in a bomb threat call is 8-17. We need as much information as possible and as much time as possible to trace the call. .

As you ask the questions listed on the report form, attempt to collect all of the impressions and information about the caller that you can. These include such items as male - female, old - adult - teenager, foreign or localized accent, illiterate - intelligent, peculiar personnel speech defect (lisp, stutter, etc.) tone (high, fast, bass, etc.) and temper (angry, vindictive, joking, etc.)

Also listen or note any noticeable or predominant background noise such as heavy traffic, low flying aircraft, trains, construction activity, loudspeakers, cheering crowds, etc.

To the extent possible, write the exact words spoken by the caller in response to these questions immediately while recall is fresh. Note also which line the call is on and, if possible, whether the call was local or long-distance.

Immediately notify Police (9-1-1) immediately followed by Campus Security (ext. 4444). If possible, get a fellow employee to summon your supervisor / call security and attempt to keep the caller on the line.