

BOMBS AND BOMB THREATS

Call Police and 911

1. **DO NOT** use cell phones, walkie-talkies, or other radio devices.
2. **DO NOT USE THE FIRE ALARM OR PHONE ALARM SYSTEMS**, which could detonate an incendiary device.
3. Evacuate at least 300 feet away from the affected building.
4. Meet at designated gathering site, if possible, for a head count.
5. Consider that devices are commonly placed in trash cans, shrubbery, and vehicles outside of buildings.
6. Building entrances will be secured against re-entry by posting barricade tape, as appropriate.

No one shall re-enter an evacuated building until the “**ALL CLEAR**” signal is given by Police or college administrator.

Step One: When a bomb threat is called in, note:

Telephone Bomb Threat: Immediately notify Police; gather as much information as possible from the caller.				
DATE:	DAY OF WEEK:	EXACT TIME:	# ON CALLER ID:	LENGTH OF CALL:

Step Two: Questions to ask when you answer the call:

When will the bomb go off?
Where is the bomb located?
What does it look like?
What kind of bomb is it?
What will cause it to explode?
Did you place the bomb?
Why did you place the bomb?
Where are you calling from?
What do you know about bombs?
How do you know so much about bombs?
What is your name?
Where do you live?

Step Three: Description of caller:

Sex of Caller: Male/Female	Possible Race:	Possible Age:	If voice accented, accent originated from?	If voice was familiar, whom did it sound like?
DESCRIPTION OF CALLER'S VOICE CHARACTERISTICS – CIRCLE ALL THAT APPLY				
CALM	SLOW	CRYING	SLURRED	
STUTTERS	LOUD	BROKEN	GIGGLING	
ACCENT	RAPID	STRESSED	NASAL	
LISP	DISGUISED	SINCERE	HIGH PITCHED	
NORMAL	SOFT	RASPY	DISTINCT	
FAST	DISTORTED	OTHER		
Speech was:	EXCELLENT	GOOD	POOR	
FOUL	THREATENING	FAIR	OTHER	
Describe any telephone background noises heard: examples; street noise, animals, music, static or other people.				

GIVE THIS FORM TO POLICE