

Bomb Threat Data Sheet

1. On receipt of a bomb threat: **Do Not Panic -- Remain Calm**
 - a. If possible, record the threat and get a number from the Caller ID.
 - b. Signal another person to **call 911** or University Police at 235-4624 and have them monitor conversation if possible.
 - c. Keep the caller on the line as long as possible. When the caller hangs up, **DO NOT HANG UP THE PHONE**. Keep the line open.
 - d. For safety, do not discuss the call with others.
 - e. Please make yourself available to be interviewed thoroughly by University Police and the Crisis Response Team. Fill out the Bomb Threat Data Sheet completely.
 - f. Be certain to speak directly with your supervisor as soon as possible.

2. Date: _____ Time: _____ Caller ID #: _____

3. Exact Language Used in the Threat: _____

4. Ask the caller information concerning the bomb: (Obtain as much detail as possible about the bomb and its location. Request more data by expressing a desire to save lives)
 - a. When is the bomb going to explode? _____
 - b. Where is the bomb? Exactly?
Inside _____, Outside _____, Details: _____
 - c. What does the bomb look like?

 - d. What type of bomb? Explosive _____ Incendiary _____
 - e. Why was the bomb placed?

 - f. Who planted the bomb?

 - g. Who are you? What is your name?

 - h. What will make the bomb go off?

5. Describe the caller: Male *or* Female _____ Approximate Age: _____

6. Could you tell if the call was: Local? _____ Long Distance? _____ Cell Phone? _____

7. Was the voice familiar? Yes _____ No _____
If yes, how or who? _____

8. Was the voice disguised? Yes _____ No _____
If yes, how? _____

9. Background Sounds Heard on the Call: **(circle all that apply)**

Street Noises	Voices	Factory Machinery	Echo
House Noises	PA System	Office Machinery	Static
Vehicle Noises	Music	Trains	Other: _____
Animal Noises	Party	Airplanes	_____
Quiet	Children	Motor	_____

Could you make out anything said in the background? _____

10. Caller's Voice was **(circle all that apply)**

Speed and Pitch	Emotion	Quality	Language
Hurried or Rapid	Distant	Stutter	Accented? _____
Moderately Paced	Excited	Lisp	Well-Spoken
Slow	Angry	Slurred	Foul
Hushed or Quiet	Sad	Whispered	Taped
Loud	Happy	Laughing or Giggling	Incoherent
Deep	Calm	Raspy	Message Read
High-Pitched	Agitated	Nasal	Irrational
Squeaky	Matter-of-Fact	Deep Breathing	Broken
Other: _____	Boastful	Crying	Drunk
	Sincere	Stressed	Other: _____
	Crazed	Whining	
	Other: _____	Clearing Throat	
		Cracking Voice	
		Other: _____	

11. Your Name: _____
 Your Position: _____
 Your Telephone Number: _____
 Was a recording made? Yes _____ No _____

12. Name of person(s) monitoring the call: _____
 Position of person monitoring the call: _____

13. Any other remarks about the call: _____

