

TELEPHONE PROCEDURES: BOMB THREATS, OTHER THREATS OF VIOLENCE

Instructions: Be calm and courteous. Listen carefully; do not interrupt the caller. Immediately after the call obtain a dial tone and dial #91, hang up and notify University Police (dial 9911) and provide them with this completed form.

Name of Person Receiving Call _____ Time _____ Date _____

Call Received on Phone # _____ in Dept. _____ in Building _____

Caller's Identity: Sex: Male _____ Female _____ Adult _____ Juvenile _____ Approximate Age _____

Origin of Call: Local _____ Long Distance _____ Booth _____ University Campus _____

<p style="text-align: center;"><u>Voice Characteristics</u></p> <p>___ Loud ___ Soft</p> <p>___ High pitch ___ Deep</p> <p>___ Raspy ___ Pleasant</p>	<p style="text-align: center;"><u>Speech</u></p> <p>___ Fast ___ Slow</p> <p>___ Distinct ___ Distorted</p> <p>___ Stutter ___ Nasal</p>	<p style="text-align: center;"><u>Language</u></p> <p>___ Excellent ___ Good</p> <p>___ Stutter ___ Nasal</p> <p>___ Foul ___ Other</p>
<p style="text-align: center;"><u>Accent</u></p> <p>___ Local ___ Not Local</p> <p>___ Foreign</p> <p>___ Race</p>	<p style="text-align: center;"><u>Manner</u></p> <p>___ Calm ___ Angry</p> <p>___ Rational ___ Irrational</p> <p>___ Coherent ___ Incoherent</p> <p>___ Deliberate ___ Emotional</p> <p>___ Righteous ___ Laughing</p>	<p style="text-align: center;"><u>Background Noises</u></p> <p>___ Bedlam ___ Music</p> <p>___ Unusual ___ Animals</p> <p>___ Voices ___ Street Traffic</p>

ADDITIONAL INFORMATION:

Pretend difficulty with hearing. Keep caller talking. If caller seems agreeable to further conversation, ask questions like:

When will it go off: Certain hour _____ Time remaining _____

Where is it located: Building _____ Area _____

What kind of bomb: _____

Where are you now: _____

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Did caller appear familiar with the place or building by his description of the bomb location? If so, write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.