



### BOMB THREAT CHECKLIST

Remember – keep calm – don't hang up – keep caller talking for as long as possible

#### Questions to ask

1. When is the bomb going to explode?

2. Where did you put the bomb?

3. When did you put it there?

4. What kind of bomb is it?

5. What does the bomb look like?

6. What will make the bomb explode?

7. Why did you place the bomb?

8. Where are you?

9. What is your name?

10. What is your address?

#### Exact wording of threat

#### Information on caller

Sex \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_

Length of call \_\_\_\_\_

#### Caller's voice

- Calm                       Angry                       Excited
- Slow                         Rapid                         Soft
- Loud                         Laughing                     Crying
- Normal                      Distinct                     Slurred
- Intoxicated                 Stuttering                  Lisp
- Cracking voice             Deep                         Ragged
- Clearing throat             Disguised                  Accent
- Deep breathing             Familiar                     Raspy

If the voice is familiar, who did it sound like?

#### Action on call

Number call received at \_\_\_\_\_

Recipient \_\_\_\_\_

Time \_\_\_\_\_ am/pm    Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Call reported to \_\_\_\_\_

Telephone No. \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### Threat language

- Incoherent                       Speech type
- Taped message                 Irrational
- Abusive/foul
- Message read by threat maker
- Other \_\_\_\_\_

#### Background noises

- Street noises                       Factory machinery
- Crockery                             Animal noises
- Voices                                 Clear
- PA system                          Static
- Music                                  House noises
- Motor noises                         Office machinery
- Public phone                         Local call
- STD call                               Aircraft
- Other \_\_\_\_\_

#### Remarks

#### Instructions

Report IMMEDIATELY to Campus Security at 507.285.7262.

DO NOT discuss with other staff.

DO NOT return to the area until advised by Campus Safety or Law Enforcement.

IMMEDIATELY after receipt of the call, please complete this form.

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_