

# THREATENING TELEPHONE CALLS (BOMB THREAT)

Rev. 8/04

## Instructions

1. Be calm. Be courteous. Listen. Do not interrupt the caller.
2. Keep caller on the line. Ask him/her to repeat message. Pretend difficulty with hearing.
3. Record message and information below.

EXACT MESSAGE:

4. Keep caller talking. If bomb or explosive is indicated and caller seems agreeable to further conversation, ask questions like:

When will it go off?

Where is it located?

What does it look like?

What kind is it?

Why was it placed?

How do you know so much about it?

Who put it there?

Where are you calling from?

What is your name and address?

5. After conversation has ended, IMMEDIATELY call CBC Security, ext. 7777 or ext. 2333. If no one answers those numbers, contact the Vice President for Administration, ext. 2248 or 2703. Tell no one else.
6. Complete this checklist as completely as possible and give to Security.

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**(To be completed after call)**

**THREAT RECEIVED:**

Date:	Time of Call:	Time Caller Hung Up:	Phone Number:
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**CALLER'S IDENTITY:**

Male:	Female:	Adult:	Juvenile:	Approx. Age:
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**Did caller seem familiar with building or facility by his/her description of the bomb location?**

Yes? If yes, please explain:
No?

**ORIGIN OF CALL:**

Local	Long Distance	Phone Booth	Internal within College
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<b>Voice Characteristics</b>	<b>Speech</b>	<b>Language</b>
Loud	Fast	Excellent
High	Slow	Fair
Raspy	Stutter	Good
Intoxicated	Slurred	Foul
Pleasant	Lisp	Poor
Soft	Distinct	Peculiar Grammar
Deep	Disguised	Use of Certain Words
Other:	Distorted/Broken	Use of Certain Phrases
	Normal	Other:
	Other:	
<b>Accent</b>	<b>Manner</b>	<b>Background Noises</b>
Local	Calm	Office Machines
Foreign	Rational	Factory Machines
Race	Coherent	Street Traffic
Regional	Laughing	Airplanes
Not Local	Nervous	Music
Other:	Deliberate	Animals
	Sincere	Trains
	Confident	Quiet
	Irrational	Party Atmosphere
	Incoherent	Bedlam
	Emotional	Other Voices
	Other:	Other:
Name of Person Receiving Call:		
Building:		Room:
Telephone Number:		Ext.