



South Central COLLEGE

TELEPHONE CHECKLIST FOR BOMB OR OTHER THREAT

(Should be posted at every reception point and telephone)

1. **Keep calm.** Do not get excited or excite others.
2. Write down caller's exact words (Use back side as required):
3. Note the originating number on the caller ID in the window on the phone. (Local procedure)
4. **Ask the caller (Delay—Ask the caller to repeat.):** If bomb threat, ask the below questions— If not, then skip to 5.
 - 4.1. When is the bomb going to explode?

 - 4.2. Where is the bomb right now?

 - 4.3. What does the bomb look like?

 - 4.4. What kind of bomb is it?

 - 4.5. What will cause it to explode?

 - 4.6. Did you place the bomb? _____ If not, who did? _____
 - 4.7. Why? _____
 - 4.8. What is your name? _____
5. **Keep the caller talking** so you can get:
 - 5.1. Voice characteristics:

_____ male	_____ female	_____ calm	_____ excited
_____ diction		_____ angry	
_____ slow		_____ soft	_____ loud
_____ nervous		_____ laughter	_____ crying
_____ normal		_____ distinct	_____ slurred

nasal stutter lisp
 rough raspy deep
 ragged clearing throat deep breathing
 crackling voice disgusted accent
 muffled familiar If so, who? _____

Other _____

5.2 Threat language

well-spoken irrational
 educated incoherent
 foul taped
 message read by threat maker

5.3. Remarks: _____

5.4. Background Sound

street noises office machines long distance
 eating utensils factory noises phone booth
 voices animal noises aircraft
 PA system clear music
 static house noises quiet
 motor local

List any other usual or unusual sounds:

6. Additional information:

6.1. Did caller indicate knowledge of the facility/campus? If so, how?

6.2. What line did the call come in on?

6.3. Is this number listed in the phone book, on the Internet, or with directory assistance?

6.4. Is this your main number? _____

If this is someone's direct/private line, whose?

Extension _____

Person receiving call _____

6.5 Date: _____ Time: _____

Duration: _____