

BOMB THREAT DATA SHEET



1. No bomb threat is to be ignored.
2. Treat every bomb threat as a potential threat to human life.
3. If possible, have a co-worker call Security at x5682 or x5557
4. **TRY NOT TO UPSET THE CALLER, AND KEEP THEM ON THE PHONE.**
5. Be aware of background noises and special voice characteristics (office machinery, music, tone of voice, male or female, nationality, etc.).
6. Questions to ask the caller. Document this information:
 - _____ Where is the bomb (building and area)?
 - _____ When is it going off?
 - _____ What kind of bomb is it?
 - _____ What does the bomb look like?
 - _____ What will cause the bomb to explode?
 - _____ Why did you place the bomb?
 - _____ Where are you now (on campus/home)?
 - _____ Are you a student, which program?
 - _____ What is your name?
 - _____ Where do you live?
7. Notify security at x5682 and the Vice President for Finance and Administration at x5602.

DO NOT PANIC. You will be assisted as soon as possible.

DO NOT USE cellular phones, two-way radios, or other such devices during bomb threats. Use regular telephones.

