**BOMB THREAT CALL PROCEDURES**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the Bomb Threat Checklist.

**If a bomb threat is received by phone:**
1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the University Police Department.
5. If your phone has a display, copy the number and/or letters displayed.
6. Using the Bomb Threat Checklist, write as many details as you can. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact UPD with information and await instructions.

**If a bomb threat is received by handwritten note:**
- Call 911 from a campus phone or, from a cell phone or off-campus phone, call (936) 468-2608.
- Handle note as little as possible.

**If a bomb threat is received by e-mail:**
- Call 911 from a campus phone or, from a cell phone or off-campus phone, call (936) 468-2608.
- Do not delete the message.

**Signs of a suspicious package:**
- No return address
- Stains
- Incorrect titles
- Foreign postage
- Excessive postage
- Do not use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Do not evacuate the building until police arrive and evaluate the threat.
- Do not activate the fire alarm.
- Do not touch or move a suspicious package.

**EMERGENCY CONTACT**
- From a campus phone, call 911.
- From a cell phone or off-campus phone, call (936) 468-2608.

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**BOMB THREAT CHECKLIST**

<table>
<thead>
<tr>
<th>Date ____________________</th>
<th>Time __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time caller hung up ________</td>
<td>Phone number where call received __________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASK CALLER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where is the bomb located? (Building, floor, room, etc.) ____________________</td>
</tr>
<tr>
<td>When will it go off? ____________________</td>
</tr>
<tr>
<td>What does it look like? ____________________</td>
</tr>
<tr>
<td>What kind of bomb is it? ____________________</td>
</tr>
<tr>
<td>What will make it explode? ____________________</td>
</tr>
<tr>
<td>Did you place the bomb? Yes No</td>
</tr>
<tr>
<td>Why? ____________________</td>
</tr>
<tr>
<td>What is your name? ____________________</td>
</tr>
</tbody>
</table>

**EXACT WORDS OF THREAT**

**INFORMATION ABOUT CALLER**

Where is the caller located? (Background and level of noise)

Estimated age of caller ____________________

Is voice familiar? If so, who does it sound like?

Other points ____________________

**Caller’s Voice**
- Female
- Male
- Accent
- Angry
- Calm
- Clearing Throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Laughter
- Lisp
- Loud
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Shuffled
- Soft
- Stutter

**Background Sounds**
- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

**Threat Language**
- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

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**EMERGENCY CONTACT**

**BOMB THREAT CHECKLIST**

**EXACT WORDS OF THREAT**

**INFORMATION ABOUT CALLER**

**Caller’s Voice**

**Background Sounds**

**Threat Language**