

# PHONED THREAT DATA SHEET

**IMPORTANT:** REPORT ANY BOMB THREAT TO PUBLIC SAFETY (909-748-8888). Public Safety will report the bomb threat to the authorities. If necessary, authorities will conduct a detailed bomb search and will remove the suspicious item.

## IF YOU RECEIVE A PHONED BOMB THREAT, FOLLOW THE STEPS BELOW:

### STEP 1: RECORD THE THREAT

If you have recording equipment, START IT.

Telephone number at which call was received: \_\_\_\_\_ ext.: \_\_\_\_\_

Date & time call received: \_\_\_\_\_

Phone number appearing on caller ID: \_\_\_\_\_

Write down the threat exactly as made by the caller:

### STEP 2: GET MORE INFORMATION

Any person receiving a phone call that a bomb has been placed on campus is to ask the caller:

- **Where is the bomb right now?**  
(If caller refuses to answer, say "The building is occupied and the detonation could result in death or serious injury to many innocent people.")
- **When is the bomb going to explode?**
- **What kind of bomb is it?**
- **What will cause the bomb to explode?**
- **Who planted the bomb?**
- **Why was the bomb planted?**
- **How did the person get the bomb in the building?**
- **What is your address?**
- **What is your name?**

### STEP 3: INITIATE THE TRACE AND NOTIFY

When the caller hangs up, DO NOT HANG UP. Leave the phone line open. Initiate a trace only if trained to do so. Notify Public Safety (ext. 8888).

### STEP 4: DESCRIBE THE CALLER

Approximate age of the caller: \_\_\_\_\_ Sex of the caller:  Male  Female  Unsure

Caller's voice was (circle all that apply):

#### SPEED & PITCH

Hurried  
Moderately paced  
Slow  
Hushed or Quiet  
Loud  
Deep  
High-pitched  
Squeaky  
Other: \_\_\_\_\_

#### EMOTION

Distant    Angry  
Excited    Sad  
Happy      Calm  
Sincere    Crazy  
Agitated  
Matter-of-fact  
Boastful  
Other: \_\_\_\_\_

#### QUALITY

Stutter      Deep Breathing  
Lisp          Crying  
Slurred      Stressed  
Whispered   Whining  
Laughing    Clearing Throat  
Raspy        Cracking Voice  
Nasal        Other: \_\_\_\_\_

#### LANGUAGE

Accented (\_\_\_\_\_)  
Well-spoken  
Foul  
Taped  
Incoherent  
Broken  
Drunk

Could you tell if the call was: \_\_\_\_\_ Local? \_\_\_\_\_ Long Distance? \_\_\_\_\_ Cell Phone?

Was the voice familiar?  Yes  No If yes, how or who? \_\_\_\_\_

Was the voice disguised?  Yes  No If yes, how? \_\_\_\_\_

### STEP 5: DESCRIBE THE ATMOSPHERE

Did it sound like:  a cellular phone call  a land line phone call

Background sounds (check all that apply):

- |                                         |                                    |                                            |                                        |                                |
|-----------------------------------------|------------------------------------|--------------------------------------------|----------------------------------------|--------------------------------|
| <input type="checkbox"/> Street noises  | <input type="checkbox"/> Trains    | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> PA System     | <input type="checkbox"/> Party |
| <input type="checkbox"/> House Noises   | <input type="checkbox"/> Airplanes | <input type="checkbox"/> Office Machinery  | <input type="checkbox"/> Animal Noises | Other: _____                   |
| <input type="checkbox"/> Vehicle Noises | <input type="checkbox"/> Motor     | <input type="checkbox"/> Music             | <input type="checkbox"/> Voices        | _____                          |
| <input type="checkbox"/> Static         | <input type="checkbox"/> Echo      | <input type="checkbox"/> Quiet             | <input type="checkbox"/> Children      | _____                          |

Could you make out anything said in the background? \_\_\_\_\_

### STEP 6: PERSON WHO RECEIVED CALL

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Any other remarks?