

BOMB THREAT

When a bomb threat is received by phone:

1. Keep the caller on the line and talking as long as possible (pretend to have difficulty in hearing – ask the caller to repeat what he/she said.).
2. Get as much information as possible about the location and description of the bomb and the caller. Use the following bomb threat checklist to record all information.
3. If possible, have someone else use another line to call the Director of Campus Safety & Security at ext. 7729 or (773) 433-0691. Otherwise, after the call immediately notify this director.
4. Take the bomb threat checklist with you, if an evacuation of the building is ordered, and give it to the Director of Campus Safety & Security.

When a suspicious package or item is found:

1. **DO NOT TOUCH, MOVE, or DISTURB IT. DO NOT USE A CELL PHONE or RADIO COMMUNICATION.**
2. Using an office phone, immediately call the Director of Campus Safety & Security and then notify your supervisor.
3. Keep people away from the area until help arrives.

A. BOMB THREAT CHECKLIST

Use this form to record all information if you receive a bomb threat call.

BE CALM, BE COURTEOUS, LISTEN, DO NOT INTERRUPT.

EXACT WORDS OF CALLER: _____

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place it? _____
6. Where are you calling from? _____

CALLER'S VOICE (CIRCLE)

MALE	FEMALE	ADULT	JUVENILE
ACCENT	WELL SPOKEN	IRRATIONAL	INCOHERENT
FOUL	CALM	ANGRY	EXCITED
SLOW	RAPID	SOFT	LOUD
LAUGHTER	CRYING	NORMAL	SLURRED
NASAL	SPEECH IMPEDIMENT	UNUSUAL BREATHING	RASPY
CLEARING THROAT	DEEP	HIGH	DISGUISED
CRACKING VOICE	FAMILIAR	TAPED	

If the voice is familiar, whom did it sound like? _____

Did the caller indicate knowledge of the campus? _____

(Circle one) Yes No

If yes, explain: _____

BACKGROUND SOUNDS (CIRCLE)

STREET NOISE	DISHES	VOICES	PA SYSTEM
MUSIC	HOUSE NOISES	MOTOR	AIRCRAFT
QUIET	OFFICE MACHINERY	ANIMAL NOISES	LONG DISTANCE
STATIC	FACTORY MACHINERY	ON CAMPUS	

Name: _____ Dept. _____

Phone: _____

Date Received: _____

Time Received: _____

Time Ended: _____

Call the Director of Campus Safety & Security at (773) 433-0691 (cell) immediately after the caller hangs up or request someone else to call on another line.

TAKE THIS CHECKLIST WITH YOU AS YOU EVACUATE THE BUILDING