BOMB THREAT INSTRUCTIONS AND CHECKLIST

If a Bomb Threat is Received by Handwritten Note:

- Call 406-657-2222.
- Handle the note as minimally as possible.

If a Bomb Threat is Received by Email:

- Call 406-657-2222.
- Do not delete the message.

If a Bomb Threat is Received by Phone:

1. Keep the caller on the phone and ask a lot of questions using the checklist below.
2. If possible, write a note to a colleague to call the authorities.
3. If your phone has a display, copy the number and/or letters on the window display.
4. Call 911 and the University Police Department at 406-657-2222 immediately after the call.

Ask Caller:
Where is the bomb located? (Building, floor, room, etc.)

When will it go off?

What does it look like?

What kind of bomb is it?

What will make it explode?

Did you place the bomb?  Yes  No

Why?

What is your name?

Exact wording of threat:

Information About the Caller:

Background/level of noise:

Where is the caller located?

Estimated age:

Is the voice familiar? If so, who does it sound like?
### 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
- Rapid
- Raspy
- Slow
- Slurred
- 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
- Recorded Message
- Irrational
- Profane
- Well-spoken

**Other Information:**

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