

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
- Ragged
- 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:
