



Bomb Threat

**911 Tacoma or Gig Harbor
Police or Fire Dept.
253.566.5111 Campus Public Safety**

In the event of a bomb threat or threatening call do not dismiss or treat the call as a prank.

Do not hang up. Try to keep the caller talking to gain as much information as possible (see list below).

If possible notify someone nearby that you are talking to an individual making a bomb threat and have the person call TCC Campus Public Safety.

1. Write down the information contemporaneous with the call and as close to verbatim as you can.
 - Date
 - Time
 - Number on which the call was received?
 - Caller ID displayed?
 - Your Name (printed legibly)
 - Sign and date all original notes or forms
 - Notes should be attached to the original Bomb Threat form.
2. Write down the exact wording of the threat.
3. Ask the following questions and write down the answers:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What does it look like?
 - What will cause it to explode?
 - Did you place the bomb?
 - What is your name?

4. Note your impressions of the caller's voice:

- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy | <input type="checkbox"/> Rapid |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing throat | |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Cracking voice | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Familiar | |

5. If the voice sounds familiar, who did it sound like?
6. Concerning the caller, do you have any opinion as to the person's:
 - Race or ethnicity?
 - Gender?
 - Age?
7. Did you hear any background sounds?

- | | |
|--|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Music | <input type="checkbox"/> Static |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Office machinery |

Other _____

(continued other side >>>)



Remember, always use common sense.
There are exceptions to all guidance and prescribed directions.



Bomb Threat (continued)

8. Your observations of the language used by the caller in his / her threat:
 - Well spoken (educated)
 - Foul
 - Irrational
 - Incoherent
 - Taped
9. Remarks: _____
10. It is critical that you provide all information to Public Safety as soon as the call is terminated.
 - Provide a detailed oral briefing.
 - Provide a written Bomb Threat Form.
 - Sign, date and attach all original notes to the Bomb Threat Form.
11. Do not leave campus; the police will want to interview you.
 - Remain with Public Safety.
 - Await arrival of law enforcement authorities.



Remember, always use common sense.
There are exceptions to all guidance and prescribed directions.

