NMSU EMERGENCY ACTION PLAN APPENDICES - Bomb and phone threats description sheet

THIS FORM CAN BE USED FOR BOMB THREAT CALLS AS WELL AS OTHER TYPES OF PHONE THREATS

Time Call Received:_____AM/PM Time Call Concluded:_____AM/PM Caller ID _____

Exact words of caller: _____

SEX OF CALLER **AGE** **RACE** **ACCENT**

RECORD OF THREATENING TELEPHONE CALL

1. What threat was made? _____
2. What demand was made?_____
3. Did the caller say he (or she) will call again? YES_____ NO _____
   If yes, what time of day will he (or she) call? _____AM/PM
4. Approximately how long did you speak with the caller?_____
5. In your opinion, how old was the caller? _____

QUESTIONS TO ASK FOR ANY THREAT

1. What is your address? _____
2. What is your name? _____

QUESTIONS TO ASK IF BOMB THREAT

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____

CALLER'S VOICE AND ATTITUDE (CIRCLE ALL THAT APPLY)

CALM	LAUGHING	LISP	DISGUISED
ANGRY	CRYING	RASPY	ACCENT
EXCITED	NORMAL	DEEP	ELECTRICALLY ALTERED
SLOW	DISTINCT	RAGGED	FAMILIAR
RAPID	SLURRED	CLEARING THROAT	RATIONAL
SOFT	INTOXICATED	DEEP BREATHING	IRRATIONAL
LOUD	NASAL	CRACKING VOICE	If voice is familiar, who
VULGAR	STUTTER	OTHER_____	did it sound like?

BACKGROUND SOUNDS (CIRCLE ALL THAT APPLY)

AIRPORT	ANIMAL NOISES	BABY	CLEAR
BAR/TAVERN	BOOTH	LOCAL	SCHOOL
FACTORY MACHINERY	HOUSE NOISES	MUSIC	
LONG DISTANCE	MOTOR	PARTY	
OFFICE MACHINERY	P.A. SYSTEM	STREET NOISES	
RESTAURANT	STATIC	VOICES	
TELEVISION	TRAFFIC	KIDS	

OTHER _____

THREAT LANGUAGE (CIRCLE ALL THAT APPLY)

WELL SPOKEN (educated)	FOUL	IRRATIONAL
MESSAGE READ BY THREAT MAKER	INCOHERENT	TAPED

REPORT ALL THREATS TO NMSU POLICE (off main campus contact local police/law enforcement **FIRST**)

PERSON RECEIVING CALL _____ PHONE # _____

DEPARTMENT NAME AND LOCATION _____

Signature: _____ Title/Position: _____