

**UNIVERSITY POLICE DEPARTMENT
STATE UNIVERSITY COLLEGE AT ONEONTA**

BOMB THREAT REPORT FORM

INSTRUCTIONS: BE CALM. BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER. NOTIFY YOUR SUPERVISOR/UNIVERSITY POLICE BY A PREARRANGED SIGNAL WHILE CALLER IS ON LINE. THE SIGNAL IS "THE DIRECTORY IS AT 10:30."

Date: _____ Time: _____

Exact Words of Person Placing Call: _____

6. When is the bomb going to explode? _____
7. Where is the bomb right now? _____
8. What kind of a bomb is it? _____
9. What does it look like? _____
10. Why did you place the bomb? _____

TRY TO DETERMINE THE FOLLOWING: (CIRCLE AS APPROPRIATE)

Caller's Identify: Male Female Adult Juvenile Age ____ years

Voice: Loud Soft High Pitch Deep Raspy
 Pleasant Intoxicated Other

Accent: Local Not Local Foreign Region

Speech: Fast Slow Distant Distorted Stutter
 Nasal Slurred Lisp

Language: Excellent Good Fair Poor Foul
 Other _____

Manner: Calm Angry Rational Irrational Coherent
 Incoherent Deliberate Emotional Righteous Laughing
 Intoxicated

Background Noises: Bedlam Trains Animals Music Quiet
 Voices Mixed Airplanes Street Traffic Party Atmosphere
 Office Machines Factory Machines

ADDITIONAL INFORMATION: _____

ACTION TO TAKE IMMEDIATELY AFTER CALL: Notify your supervisor and University Police as instructed.
Talk to no one other than instructed by your supervisor/University Police Officer.

RECEIVING TELEPHONE NUMBER _____

PERSON RECEIVING CALL _____

BOMB THREAT PROCEDURE

Bomb threats are a criminal offense which are perpetrated to elicit fear. Therefore, several steps and items to remember are important.

1. Be calm and composed. Notify your supervisor and University Police as instructed. Talk to no one other than instructed by your supervisor/University Police Officer. Remember that the caller wants to get an emotional reaction. An over reaction will generate more “bomb scares.”
2. The exact time you receive the call is an important part – therefore, record the time.
3. Call the University Police as soon as possible after receiving a bomb threat.
4. Complete the bomb threat form as soon as possible. (Reverse)
Specific information given during a call will be needed, to make a threat assessment. The exact words are needed so listen and record them as specific as possible. a.) When is the bomb going to explode? b.) Where is the bomb right now? c.) What kind of a bomb is it? d.) What does it look like? e.) Why did you place the bomb?
5. The decision to evacuate or not evacuate should be made by a University official in consultation with University Police. These officials will control the response at this time.

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