Tulane Office of Emergency Preparedness & Response

Telephone Bomb Threat Checklist

Instructions: Remain calm and be courteous with the caller. Do not interrupt the caller. Try to keep the caller talking. Fill out the form below with as much information as possible.

<table>
<thead>
<tr>
<th>1. Where is the bomb located?</th>
<th>5. What will cause the bomb to explode?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. When is the bomb going to explode?</td>
<td>6. Did you place the bomb? If so, why?</td>
</tr>
<tr>
<td>3. What does the bomb look like?</td>
<td>7. What is your address?</td>
</tr>
<tr>
<td>4. What kind of bomb is it?</td>
<td>8. What is your name?</td>
</tr>
</tbody>
</table>

Exact wording of the threat:

________________________________________

________________________________________

________________________________________

Time of Call: ____________________________ Date: ____________________________

Phone Number Of Caller On Your Caller ID / Display:

Accent:
- Local
- Middle East
- Hispanic
- African
- Slavic
- Southern
- Northern
- Midwestern
- Other: ____________________________

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

Background Noise:
- Machines
- Music
- Office
- Clear
- Static
- Trains
- Animals
- Voices
- Airplanes
- PA System
- Other:

Voice:
- Loud
- High Pitch
- Raspy
- Intoxicated
- Soft
- Deep
- Pleasant
- Other:

Speech:
- Fast
- Distinct
- Distorted
- Slurred
- Slow
- Stutter
- Nasal
- Other:

Language:
- Fair
- Poor
- Foul
- Other:
- Excellent
- Good
- Traffic

Gender: Male Female
- Adult
- Juvenile Age: ( )
- Call Origin: Local Non-Local

Time Caller Hung up (Do not hang up even if caller does):

Your Name: ____________________________ Your Phone Number: ____________________________

This quick reference checklist is designed to help employees and decision makers of Tulane University and local LEO.
BOMB THREAT PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:
1. Remain calm. Keep the caller on the line for as long as possible. 
   DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:
- Call ____________________________.
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:
- Call ____________________________.
- Do not delete the message.

Signs of a suspicious package:
- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*Refer to your local bomb threat emergency response plan for evacuation criteria*

DO NOT:
- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.
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