



**Appendix A
Bomb Threats Check List**

1. Exact wording of the threat:

Remain calm and keep the caller on the line as long as possible. Ask to have the message repeated.

2. When is the bomb going to explode?

Where is the bomb right now?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb? Why?

What is your address?

What is your name?

3. Report the threat immediately to Security

4. Be prepared to describe the threat in as much detail as possible to the Police. Record information here:

a): Perceived Gender of Threat maker:

Approximate Age:

Voice characteristics: (Circle all those that apply)

Calm Loud Distinct Nasal Angry Laughing Slurred
Stuttering Excited Crying Lipping Cracking Slow Normal
Raspy Disguised Rapid Deep
Clearing Throat Accent Soft Ragged Deep Breathing

Familiar (Who?)

b) Background Noises: (circle all that apply)

Street Noises Music Restaurant Household Noises
Long Distance Motor Factory Machinery Animal Noises Clear
PA System Static Office Machinery Voices

Other:

c) Demeanour: (circle all that apply)

Well spoken Incoherent Irrational Foul
Taped Message read

d) Did caller seem familiar with the campus (specify)

Other: