1. If you receive a bomb threat call, immediately WRITE DOWN THE EXACT WORDING OF THE THREAT.

2. If the caller is willing to talk, ask the following questions:
   a. When will the bomb explode?
   b. Where is it right now?
   c. What does it look like?
   d. What kind of bomb is it?
   e. What will cause it to explode?
   f. Why did you place the bomb?

3. Attempt to answer the following questions:
   a. Sex of caller _____  Young _____  Middle Age _____  Old _____  Accent _____
   b. Caller’s voice:
      ______ well spoken  ______ irrational  ______ incoherent
      ______ calm  ______ loud  ______ foul
      ______ slow  ______ excited  ______ laughing
      ______ soft  ______ crying  ______ disguised
      ______ distinct  ______ slurred
      other ____________________________
   c. Background sounds:
      ______ street noises  ______ house noises
      ______ voices  ______ motor noises
      ______ PA system  ______ office machinery
      ______ clear  ______ factory machinery
      other ____________________________

4. Report the bomb threat call immediately to Campus Security, phone number 4-2911.

5. Your name, address, and telephone number: