

BOMB THREAT CALL 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

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 University Police, 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 display.
6. Complete the Bomb Threat Checklist (reverse side) immediately.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact University Police immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call **University Police 562-985-4101**.
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call **University Police 562-985-4101**
- DO NOT delete the message or forward the message unless instructed by authorities.

Signs of Suspicious Package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phones; radio signals have the potential to detonate bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Contact Information:

- University Police (non-emergency): 562-985-4101
- Emergency - 911

BOMB THREAT CHECKLIST

Date: _____

Time: _____

Time caller hung up: _____

Phone number where call received: _____

Ask Caller:

• **Where is the bomb located? (Building, floor, room, dept, etc.)**

• **When will it go off?**

• **What does it look like?**

• **What kind of bomb is it?**

• **What will make it explode?**

• **Did you place the bomb? Yes No**

• **Why?**

• **What is your name?**

Exact Words of Threat:

Information About Caller:

Caller's Voice:

- Female
- Male
- Accent
- Angry
- Calm
- Clearing Throat
- Coughing
- Crackling Voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Laughter
- Lisp
- Loud
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Classroom Noises
- Street Noises
- Booth
- PA System
- Conversation
- Music
- Motor
- Clear
- Static
- Office Machinery
- Factory Machinery
- Local
- Long Distance

Threat Language:

- Incoherent
- Message Read
- Taped
- Irrational
- Profane
- Well-Spoken

Other Information: _____

