

Bomb Threat Checklist

If you receive a telephone bomb threat:

1. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information about the device, the validity of the threat, or the identity of the caller. Listen carefully for background noises.
2. Notify a supervisor or co-worker and have them immediately **dial 5-1-1 from any campus phone or 215-573-3333 from an off-campus phone** to notify the Penn Police.
3. Note the phone number of the caller if your telephone has a display.
4. Gather as much information as possible. Use the Checklist, and ask questions in a polite and non-threatening manner. **WRITE DOWN THE EXACT WORDS OF THE CALLER AND ANY THREATS.**
5. Upon completion of the call be sure the Penn Police have been notified. Complete the checklist while the call is still fresh in your memory.
6. Remain available to answer questions from responding officers.
7. If the threat was received by another individual and he/she is relaying information to you, use the Checklist to gather as much information as possible.

The form below is intended to be submitted to the Penn Police or any other law enforcement agency.

Date of Call:	Phone # of Caller:
Time Call Received: AM PM	Time Call Concluded: AM PM
Person Receiving Call:	Phone # Call Received On:

What were the EXACT WORDS of the caller? Ask them to repeat the message, if necessary.

Ask the following questions:

When is the bomb going to explode?

Where exactly is the bomb?

Did you place the bomb?



UNIVERSITY OF PENNSYLVANIA POLICE
4040 CHESTNUT STREET
PHILADELPHIA, PA 19104
TELEPHONE: 215.898.4483
EMERGENCIES: 215.573.3333
<http://www.publicsafety.upenn.edu>

When did you put it there?

What does the bomb look like?

What kind of bomb is it?

What will make the bomb explode?

Why did you place the bomb?

What is your name?

Where are you?

What is your address?

Are you aware that it could kill or injure innocent people in addition to those you intend to hurt?

Characteristics of the call:

Call Origination:	Local	Long Distance	Cell Phone Unknown
Message:	Live	Recorded	Message read by caller

Characteristics of the Caller (check all that apply):

Sex of Caller:	Male	Female	Unknown	
Estimated Age:	Child / Teen	Young Adult	Middle-aged Adult	Older Adult

Voice Qualities:	
Clear	Distorted / Muffled

Loud	Soft
Pitch-High	Pitch-Low / Deep
Raspy	Smooth
Pleasant	Unpleasant

Comments:

Speech Pattern:

Deliberate	Fast
Hesitant	Slow
Distinct	Speech Impediment (Describe)
Slurred	Accent (Describe)

Comments:

Language:

Educated	Irrational
Uneducated	English
Well-spoken	Non-English
Foul	Unusual Phrases/Slang
Rational	

Comments:

Behaviors:

Calm	Angry
Confident	Nervous
Blaming	Fearful
Depressed	Agitated
Laughing	Crying

Comments:



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Background Sounds:

Airport / Airplanes	Office Machinery	Train
Animals / Birds	PA System	Traffic / Street
Children	Quiet	Water / Wind
Factory Machinery	Restaurant / Bar	Weapons
House Noises	Talking / Voices	
Music	Television	

Comments:

Observations/Comments:

Did you recognize the voice? Who do you think it is?

Did the caller indicate in-depth knowledge of the facility?

Did the caller attempt to disguise their voice?

Comments:

Upon the call's end immediately

**CALL PENN POLICE AT 215-573-3333 or 5-1-1 FROM ANY
CAMPUS PHONE.**

Penn Police will then begin tracing the call.