Bomb Threats

Bomb threats usually come by telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be taken seriously.

By Telephone:

1. Take the caller seriously but remain calm.
2. Ask a lot of questions. Use the checklist below as a guide.
3. Take notes on everything said and on your observations about background noise, voice characteristics, etc.
4. If possible, get someone to call Police while you continue talking to the caller.
5. Call Police at 911 (or 9-911 from a campus phone) immediately after the call.
6. Notify Campus Security at ext. 2400 or (805) 730-4200.
7. Working in consultation with the Police and Campus Security, the Superintendent/President or designee will determine if evacuation is necessary. If you do evacuate, move to your building Emergency Assembly Point.
8. Do not re-enter the area until instructed to do so.

Bomb Threat Report

Questions to Ask

1. When is the bomb going to explode? ____________ 5. What will cause it to explode? ____________
2. Where is it right now? __________________________ 6. Did you place the bomb? ____________
3. What does it look like? ________________________ 7. What is your name? ____________
4. What kind of bomb is it? _______________________ 8. What is your address? ____________

Exact wording of the threat

_________________________________________________________________________________________

Caller’s Voice

- Calm  - Nasal  - Slow  - Raspy  - Loud  - Angry
- Stutter  - Excited  - Rapid  - Deep  - Soft  - Clearing Throat
- Laughter  - Normal  - Disguised  - Distinct  - Deep Breathing  - Crying
- Accent  - Slurred  - Lisp  - Ragged  - Cracked Voice  - Familiar

If the voice is familiar, who did it sound like? ____________________________

Sex of caller _______ Age _______ Length of Call ____________

Accent – Local, Foreign, Regional (Describe) ___

Number at which call was received ______________________ Time _______ Date __________

Background Sounds

- Street Noises  - Factory Machinery  - Animal Noises  - Voices  - PA System  - Static  - Local
- Music  - Long Distance  - House  - Noises  - Booth  - Motor  - Office Machinery

Threat Language

- Well Spoken (Educated)  - Incoherent  - Taped  - Foul
- Message Read by Threat Maker  - Irrational