

Illinois State University Police Department  
Emergency Response Procedure

Bomb Threat

If you receive a bomb threat by phone you should.....

1. Keep calm
2. Keep the caller on the phone as long as possible
3. If your phone has caller ID ascertain the caller's phone number
4. Secure as much information as possible (see attached check list)
5. Do not hang up the phone the call was received on.
6. Call the University Police (911) immediately from another campus phone.
7. Meet with UPD officers when they arrive to the scene and provide them with the detailed information on call as outlined below.

If you receive a bomb threat by telephone, you should attempt to obtain the following information from the caller.....

• ***When is the bomb going to explode?***

\_\_\_\_\_

• ***Where did you put the bomb?***

\_\_\_\_\_

• ***Where is it right now?***

\_\_\_\_\_

• ***When did you put it there?***

\_\_\_\_\_

• ***What does the bomb look like?***

\_\_\_\_\_

• ***What kind of bomb is it?***

\_\_\_\_\_

• ***What will make the bomb explode?***

\_\_\_\_\_

• ***Did you place the bomb? Why?***

\_\_\_\_\_

• ***Do you know who placed the bomb?***

\_\_\_\_\_

• ***What is your name?***

\_\_\_\_\_

• ***Where are you calling from?***

\_\_\_\_\_

• ***What is your address?***

\_\_\_\_\_

• ***Have you notified anyone else?***

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• ***Do you know that there are innocent people in the building who may be killed or injured? Yes No***

- **Who do you represent?**

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- **Exact wording of threat:**
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**CALLER'S VOICE**

- **Accent? (specify):**
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- **Gender (circle): male female**
  - **Age (circle): child teen 20-29 30-39 40-49 50-59 older**
  - **Voice (circle): loud soft deep whisper**
  - **Diction (circle): nasal slurred broken disguised squeaky**
  - **Impediment (circle): lisp stutter**
  - **Rate (circle): fast slow normal**
  - **Manner (circle): angry excited giggling crying sincere stressed calm**
  - **Language (circle): well-spoken incoherent irrational taped abusive foul**
  - **Was the voice familiar to you?**
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- **Do you know who the caller was?**
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**BACKGROUND NOISES**

- **Street noises:**
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- **House/residence noises:**
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- **Aircraft:**
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- **Voices:**
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- **Music:**
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- **Machinery:**
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- **Bar/tavern:**
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- **Other:**
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If you are notified of a bomb threat in your building.....

1. Immediately evacuate the building as outlined in the Evacuation procedures.