

# Telephone Bomb Threats

## *Procedures to be Followed*

It is important to carefully follow certain procedures in the case of a telephone bomb threat. This form along with the "Bomb Threat Checklist" is a useful response guide in a threatful a situation to help ensure the safety of those involved. These forms may be copied and utilized by departments.

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### **With Your Checklist in Hand...**

1. When a bomb threat is received by the telephone, the person taking the message should keep the caller talking as long as possible and make written notes of the following:
  - The time and date of the call
  - The assumed age and sex of the caller
  - Any distinguishing speech characteristics
  - What was said by the caller, as precisely and completely as possible
  - Any background noise that may help identify the source of the call
  - The phone number of the caller (if your phone is equipped with this function).
2. Notify the University Police immediately by calling the emergency number, **9-1-1**. Also inform your immediate supervisor or department head. Always be sure to give the name of the building, room number, your name and telephone extension number.
3. The University Police will assign personnel to investigate the call and take whatever police action may be deemed necessary and reasonable for the safety of the campus community.
4. The Police will conduct a search of the building, or of specific locations in or around the building. When it is judged prudent and feasible to do so, the search will be conducted with the assistance and cooperation of the department head and/or building manager.
5. After an evaluation/assessment of the content of the bomb threat, the decision to evacuate or close a building shall be made jointly, whenever possible, by the Police and the department head and/or building manager.
6. If the decision is made to evacuate, the Police will, when indicated, inform the designated person in the affected departments, asking that they, in turn, notify their people to clear the offices, rest rooms, and work areas in their sections of the building. The University Police will make every effort to be certain that all occupants of the building have been informed of the threat and evacuated from the building. Occupants should be directed to take personal belongings such as briefcases, purses, etc. with them. (If necessary, the Police Department may activate the building's audible fire alarm system to aid in the evacuation.)
7. Any unusual or suspicious object should be reported immediately to the University Police or to any immediate supervisor or administrative officer. Suspected objects or materials should **NOT** be touched or disturbed.
8. Every bomb threat or incident of a suspected explosive device should be considered valid until all reasonable precautions for public safety have been taken or until the danger to life and property is terminated.

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*UC Davis Police Department*  
*Crime Prevention Unit*  
530-752-6589



Crimes in Progress: **9-1-1**

Non-Emergency      UCD: 530-752-1230  
& Cell Phone:      UCDCM: 916-734-2555

# Bomb Threat Checklist

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## QUESTIONS TO ASK THE CALLER:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. Did you place the bomb?
5. Why?
6. What is your address?
7. What is your name?

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## BACKGROUND / SOUNDS

- |  |   |
|--|---|
| <input type="checkbox"/> Office machines | <input type="checkbox"/> Radio            |
| <input type="checkbox"/> Street noises   | <input type="checkbox"/> Children         |
| <input type="checkbox"/> Dishes          | <input type="checkbox"/> Factory Machines |
| <input type="checkbox"/> Voices          | <input type="checkbox"/> Animals          |
| <input type="checkbox"/> PA system       | <input type="checkbox"/> Static           |
| <input type="checkbox"/> Music           | <input type="checkbox"/> Phone booth      |
| <input type="checkbox"/> Household       | <input type="checkbox"/> No noises        |
| <input type="checkbox"/> Other: _____    |   |

## THREAT LANGUAGE

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Educated     | <input type="checkbox"/> Incoherent   |
| <input type="checkbox"/> Foul/Obscene | <input type="checkbox"/> Read Message |
| <input type="checkbox"/> Irrational   | <input type="checkbox"/> Taped        |
| <input type="checkbox"/> Other: _____ |                                       |

## CALLER'S VOICE

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Male                   | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Female                 | <input type="checkbox"/> Slurred  |
| <input type="checkbox"/> Normal                 | <input type="checkbox"/> Bass     |
| <input type="checkbox"/> Soft                   | <input type="checkbox"/> Tenor    |
| <input type="checkbox"/> Loud                   | <input type="checkbox"/> Nasal    |
| <input type="checkbox"/> Fast                   | <input type="checkbox"/> Lisp     |
| <input type="checkbox"/> Slow                   | <input type="checkbox"/> Raspy    |
| <input type="checkbox"/> Calm                   | <input type="checkbox"/> Deep     |
| <input type="checkbox"/> Excited                | <input type="checkbox"/> High     |
| <input type="checkbox"/> Angry                  | <input type="checkbox"/> Cracking |
| <input type="checkbox"/> Laughing               | <input type="checkbox"/> Stutter  |
| <input type="checkbox"/> Crying                 | <input type="checkbox"/> Ragged   |
| <input type="checkbox"/> Deep Breathing         |                                   |
| <input type="checkbox"/> Accent (type?): _____  |                                   |
| <input type="checkbox"/> Familiar (who?): _____ |                                   |

## EXACT WORDING OF THREAT:

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## REPORT BOMB THREATS IMMEDIATELY TO THE POLICE DEPARTMENT

Emergencies: Fire, Police, Medical  
From all telephones with the exception of cellular phones, dial:

*9-1-1*