

Bomb Threats Checklist

Bomb Threat By Telephone

Bomb Threats may be received in many ways. The most common method is by phone. If you receive a bomb threat by phone attempt to keep the person on phone as long as possible and try to obtain the following information using the Bomb Threat Checklist:

1. Initial Actions:

Time of Call:	AM/PM
Do not hang up! Keep caller talking.	

2. Exact Wording of Threat

3. Questions to Ask

When is the bomb going to explode?
Where exactly is the bomb?
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 did you place the bomb?
What is your name?
Where are you?
What is your address?

4. Listen for:

Voice	accent/impediment/tone/speech/diction/manner
Language	police/incoherent/irrational/taped/read out/abusive
Noises	traffic/voices/machinery/music/noises on the line/local call/STD
Other	sex of caller/estimated age

5. After the Call:

Note the time of the end of the call:	AM/PM
Name of recipient (print):	
Signature:	
Date:	

Immediately call WKUPD **911** or **745-2548**. Provide them any information you received.

Bomb Threat By Letter or Email

1. If the threat is made in writing, do not handle the letter or note any more than necessary.
2. Do not touch or move any unfamiliar objects and wait for police to arrive on scene.

If you are instructed to evacuate a building take your purse, backpacks or brief cases with you. As you exit survey the area for suspicious or unusual packages, boxes, or bookbags. You are more familiar with what's normal for your building than first responders. Report suspicious items and/or persons to the WKU Police.