



Subject: Safety Programs and Requirements:
Emergency Response/Action Plan: Emergency Procedures
Threats: Verbal / Written

Section: V

Date: 06/18/2008

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Environment, Health,
& Safety Manual

Bomb

Threat Checklist

Note the following:

Exact time of call

Exact words of caller

Did the voice sound familiar? If so, whom did it sound like?

Were there any background noises?

Did the caller make any remarks?

Was the caller's voice:

Calm	Deep	Stutter	Stressed
Slow	Loud	Accent	Nasal
Crying	Broken	Angry	Lisp
Slurred	Giggling	Rapid	Excited
Disguised	Sincere	Squeaky	Normal

Person receiving call:

Telephone number call received at

Date of call

Report Call Immediately to UAPD at 9-1-1



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Telephone Threat

- Remain calm. Do not hang up! Listen carefully.
- Try to keep the caller calm and talking so that you can gather more information.
- Identify the type of threat and note any details offered.
- Write down all information.
- Attempt to find out why the caller is upset.
- Note any characteristics about the call and caller:
 - Time of the call
 - Age and sex of the caller
 - Emotional state
 - Background noises
 - Speech pattern, accent
 - Immediately after the call ends, notify University Police at 9-1-1 and supply them with the information obtained

Written Threat

If the threat is received by mail, do not further handle the letter, envelope, or package.

- If the threat is received by e-mail, save the entire e-mail message, including any attachments and print out a copy for police.
- Call University police at 9-1-1 and notify your supervisor.