

Johns Hopkins University Campus Safety and Security

Bomb Threat Telephone Call Procedures

Purpose Of This Form

The purpose of the Questionnaire is to set forth an orderly sequence of actions to be taken by anyone receiving a bomb threat. Those actions include:

- REMAIN CALM**
- LISTEN**
- DO NOT PANIC!**
- DO NOT INTERRUPT!**

Obtain as much information as possible in a logical sequence by completing this form.

Bomb Threat Information

Date of Contact: _____ Time of Contact: _____ am/pm Time Contact Ended: _____ am/pm

Remain Calm And Think....

Exact Message:

Questions To Ask

1. When is bomb(s) going to explode? _____
2. Where is bomb(s) located? _____
3. What type of bomb(s) _____
4. What does bomb(s) look like? _____
5. How many bombs are there? _____
6. Did you place the bomb? _____
7. Why did you place the bomb(s) _____
8. What is your name? _____
9. Where are you calling from? _____
10. Are you calling from a cell phone? _____
11. What is your address? _____
12. How do I know this is not a prank? _____

Characteristics of Caller

Sex: Male Female Probable Race: _____ Approximate Age: _____ Accent: _____

Attitude/Voice Sound: Calm Excited Intoxicated Angry Vulgar Loud Nasally
 Raspy Rapid Laughing Distinct Stutter Deep High-pitched Lisp Ragged
 Clearing throat Cracking voice Deep breathing Disguised Familiar Quiet Whispering
 Hoarse

Background noises: traffic music laughter street noises PA system animal noises
 house noises aircraft emergency vehicle siren

Threat Language:

Well spoken (educated) irrational incoherent vulgar rational taped message

Notifications:

<input type="radio"/> Security	<input type="radio"/> Building Management	<input type="radio"/> Local Police	<input type="radio"/> FBI
Telephone: _____	Telephone: _____	Telephone: _____	Telephone: _____

Name of person receiving call: _____

Telephone number call received at: _____