In the event of a bomb threat or threatening call do not dismiss or treat the call as a prank.

Do not hang up. Try to keep the caller talking to gain as much information as possible (see list below).

If possible notify someone nearby that you are talking to an individual making a bomb threat and have the person call TCC Campus Public Safety.

1. Write down the information contemporaneous with the call and as close to verbatim as you can.
   • Date
   • Time
   • Number on which the call was received?
   • Caller ID displayed?
   • Your Name (printed legibly)
   • Sign and date all original notes or forms
   • Notes should be attached to the original Bomb Threat form.

2. Write down the exact wording of the threat.

3. Ask the following questions and write down the answers:
   • When is the bomb going to explode?
   • Where is the bomb right now?
   • What does it look like?
   • What will cause it to explode?
   • Did you place the bomb?
   • What is your name?

4. Note your impressions of the caller’s voice:
   ____Calm    ____Nasal    ____Angry
   ____Stutter    ____Excited    ____Lisp
   ____Slow    ____Raspy    ____Rapid
   ____Deep    ____Soft    ____Ragged
   ____Loud    ____Clearing throat
   ____Deep Breathing    ____Cracking voice
   ____Crying    ____Normal    ____Disguised
   ____Distinct    ____Accent    ____Slurred
   ____Laughter    ____Familiar

5. If the voice sounds familiar, who did it sound like?

6. Concerning the caller, do you have any opinion as to the person’s:
   • Race or ethnicity?
   • Gender?
   • Age?

7. Did you hear any background sounds?
   ____Street Noises    ____Factory machinery
   ____Crockery    ____Animal noises
   ____Voices    ____Animal noises
   ____PA system    ____Clear
   ____Music    ____Static
   ____House noises    ____Local
   ____Motor    ____Long distance
   ____Booth    ____Office machinery
   Other____________________________________

(continued other side >>>)

Remember, always use common sense.
There are exceptions to all guidance and prescribed directions.
8. Your observations of the language used by the caller in his / her threat:
   • Well spoken (educated)
   • Foul
   • Irrational
   • Incoherent
   • Taped

9. Remarks: ________________________________

10. It is critical that you provide all information to Public Safety as soon as the call is terminated.
    • Provide a detailed oral briefing.
    • Provide a written Bomb Threat Form.
    • Sign, date and attach all original notes to the Bomb Threat Form.

11. Do not leave campus; the police will want to interview you.
    • Remain with Public Safety.
    • Await arrival of law enforcement authorities.