

UCF Bomb Threat Checklist

Questions To Ask:

1. When is the bomb going to explode? _____
2. Where is the bomb located? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

Exact Wording of Threat: _____

REPORT CALL IMMEDIATELY TO:

DIAL 911

Call Reported To: _____
 Name: _____
 Time/Date: _____
 Phone # call was made to: _____

Caller's Voice

- | | | |
|------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal | <input type="checkbox"/> Rapid |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Normal | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Loud | <input type="checkbox"/> Laughter |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Familiar/ |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Clearing Throat | How? _____ |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Cracking Voice | _____ |

Background Sounds

- | | | |
|--|---------------------------------------|---------------------------------|
| <input type="checkbox"/> House Noises | <input type="checkbox"/> TV/Radio | <input type="checkbox"/> Motor |
| <input type="checkbox"/> Long Distance | <input type="checkbox"/> Voices | <input type="checkbox"/> Music |
| <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Street Noise | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Booth | <input type="checkbox"/> Static |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> PA System | <input type="checkbox"/> Other |

Threat Language

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read by threat maker |

- DO NOT HANG UP THE PHONE
- Call 9-1-1 from another phone at a safe distance
- DO NOT touch any switches or buttons (lights, computer, fire alarms etc.)
- DO NOT use a cellular phone to dial 9-1-1, unless absolutely necessary

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UCF Bomb Threat Checklist

UCF Bomb Threat Call Procedures

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse side of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact UCF PD immediately with information and await further instructions.

If a bomb threat is received by handwritten note:

- Call **9-1-1**
- Handle the note as minimally as possible

If a bomb threat is received by email:

- Call **9-1-1**
- Do not delete the message

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb
- Activate the fire alarm
- Touch or move a suspicious package

Who To Contact:

- UCF Police Department at **9-1-1**, then follow instructions from UCF PD

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