## **Bomb Threat Checklist**



## Instructions:

- Be calm.
- Be courteous.
- Listen do not interrupt the caller.
- Notify: Send priority e-mail to notify Supervisor/Department Manager and College President and Building/Plant Manager while the caller is on line.
- Complete this form check all details that apply.

Employee's Name:
Date and Time of Call:

When is bomb going to explode? Where is bomb right now? What kind of bomb is it?

Exact words of person placing call:

Voice Identification Checklist:							
Caller Identity Male	Female 🗌	Juvenile 🗌	Apx Age:				
Origin of call - Caller ID#							

Voice Characteristics:	Speech	Language	Accent	Manner	Background Noise
Loud	☐ Fast	Excellent	Local	Calm	Airplanes
Soft	Slow	☐ Fair	☐ Not Local	Angry Angry	Trains
High Pitch	Distinct	Foul	Foreign	Rational	Factory/Machines
Deep	Distorted		Other:	☐ Irrational	Animals
Raspy	Stutter			Coherent	Music
☐ Pleasant	☐ Nasal			Incoherent	Street Traffic
☐ Intoxicated	Slurred			Deliberate	☐ Party
Other:	Lisp			Emotional	Voices
				Righteous	Quiet
				Laughing	Bedlam

This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.