



Bomb Threat Checklist

If you receive a telephone bomb threat:

1. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information about the device, the validity of the threat, or the identity of the caller. Listen carefully for background noises.
2. Notify a supervisor or co-worker and have them immediately **dial 5-1-1 from any campus phone or 215-573-3333 from an off-campus phone** to notify the Penn Police.
3. Note the phone number of the caller if your telephone has a display.
4. Gather as much information as possible. Use the Checklist, and ask questions in a polite and non-threatening manner. **Write down the exact words of the caller and any threats.**
5. Upon completion of the call be sure the Penn Police have been notified. Complete the checklist while the call is still fresh in your memory.
6. Remain available to answer questions from responding officers.
7. If the threat was received by another individual and he/she is relaying information to you, use the Checklist to gather as much information as possible.

The form below is intended to be submitted to the Penn Police or any other law enforcement agency.

Date of Call:	Phone # of Caller:
Time Call Received: AM PM	Time Call Concluded: AM PM
Person Receiving Call:	Phone # Call Received On:

What were the EXACT WORDS of the caller? Ask them to repeat the message, if necessary.

Ask the following questions:

When is the bomb going to explode?

Where exactly is the bomb?

Did you place the bomb?

When did you put it there?

What does the bomb look like?

What kind of bomb is it?



Division of Public Safety

4040 Chestnut Street
Philadelphia, PA 19104
215-898-7515
www.publicsafety.upenn.edu



What will make the bomb explode?

Why did you place the bomb?

What is your name?

Where are you?

What is your address?

Are you aware that it could kill or injure innocent people in addition to those you intend to hurt?

Characteristics of the call:

Table with 2 rows and 4 columns: Call Origination (Local, Long Distance, Cell Phone Unknown), Message (Live, Recorded, Message read by caller)

Characteristics of the Caller (check all that apply):

Table with 2 rows and 5 columns: Sex of Caller (Male, Female, Unknown), Estimated Age (Child / Teen, Young Adult, Middle-aged Adult, Older Adult)

Voice Qualities:

Table with 2 columns: Clear vs Distorted / Muffled, Loud vs Soft, Pitch-High vs Pitch-Low / Deep, Raspy vs Smooth, Pleasant vs Unpleasant

Comments:



Speech Pattern:	
Deliberate	Fast
Hesitant	Slow
Distinct	Speech Impediment (Describe)
Slurred	Accent (Describe)
Comments:	

Language:	
Educated	Irrational
Uneducated	English
Well-spoken	Non-English
Foul	Unusual Phrases/Slang
Rational	
Comments:	

Behaviors:	
Calm	Angry
Confident	Nervous
Blaming	Fearful



Depressed

Agitated

Laughing

Crying

Comments:

Background Sounds:

Airport / Airplanes

Office Machinery

Train

Animals / Birds

PA System

Traffic / Street

Children

Quiet

Water / Wind

Factory Machinery

Restaurant / Bar

Weapons

House Noises

Talking / Voices

Music

Television

Comments:

Observations/Comments:

Did you recognize the voice? Who do you think it is?

Did the caller indicate in-depth knowledge of the facility?

Did the caller attempt to disguise their voice?

Comments:



4040 Chestnut Street
Philadelphia, PA 19104
215-898-7515
www.publicsafety.upenn.edu



Upon the call's end immediately

**CALL PENN POLICE AT 215-573-3333 or 5-1-1 FROM ANY
CAMPUS PHONE.**

Penn Police will then begin tracing the call.