APPENDIX C: BOMB THREAT REPORT FORM

Date: ___________________________ Time: ___________________________

Identity of person receiving call: ___________________________________________

Printed Name

Person receiving call: ______________________________________________________

Signature

Position of person receiving call:

Number on which call was received:

Caller ID displayed (Yes / No):

Specific information displayed (E.G. Phone Number, Call Blocked):

Specific location at which call was received:

Exact wording of the threat:

Indicate if you asked the following questions (Yes / No) and response if any:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does it look like?
4. What will cause it to explode?
5. Did you place the bomb?
6. What is your name?
Concerning the caller, do you have any opinion as to the person’s Identity (Yes / No):

If yes is response to above question, provide as much information as possible or indicate not applicable (N/A):

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

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

Note your impressions of the caller’s voice:
- Calm
- Angry
- Excited
- Slow
- Rapid
- Soft
- Loud
- Laughter
- Crying
- Normal
- Distinct
- Slurred

Did you hear any background sounds:
- Street Noises
- Crockery
- Voices
- PA system
- Music
- House noises
- Motor
- Office machinery
- Other
Your observations of the language used by the caller in his / her threat (check applicable):

- _____Well spoken (educated)
- _____Foul
- _____Irrational
- _____Incoherent
- _____Taped
- _____Message read by threat maker

Remarks, if applicable concerning above observations:

It is critical that you provide all information to the Guard at the Security Desk as soon as the call is terminated.

- Provide a detailed oral briefing.
- Provide the original written Bomb Threat Form.
- Sign, date and attach all original notes to the Bomb Threat Form.

Do not leave campus; the police will want to interview you.

- Remain with Security.
- Relocate with Security to the Emergency Operations Center (EOC) at the Central Utility Plant (CUP).
- In the event that the CUP is the target of the threat, remain at the Security Desk or relocated to the alternate EOC located in the Dean of Administrations Conference Room.
  - Await arrival of law enforcement authorities.

Important emergency contact numbers for bomb threat notifications:

- Three Rivers Community College Emergency Hotline: Extension 55555
- Three Rivers Community College Security Desk: (860) 215-9053
- Norwich Police Department and Fire Department: 911
- Connecticut State Police, Troop E, Montville: (860) 848-6500
- Connecticut State Police Emergency Services Unit: (800) 842-0200
- Federal Bureau of Investigation: (203) 777-6311
- United States Postal Inspection Service: 24 hour emergency number to contact local duty Inspector 1-877-876-2455 (press option 2).