

Numbers to Know!

EMERGENCIES 215-573-3333 GENERAL INFORMATION 215-898-7297 ESCORT SERVICES 215-898-RIDE
511 (FROM ANY CAMPUS PHONE) SPECIAL SERVICES 215-898-6600 215-898-WALK



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 or 215-573-3333 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.

A copy of the following checklist should be kept at your desk, or readily available. The more accurate and detailed information you can provide to the Penn Police the easier it will be for them to assess and handle the situation.

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Your Name: _____

Date of call:		Time call received:		Time call concluded:	
Phone Number of Caller		Name of Caller			

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? _____
- What will make the bomb explode? _____
- Why did you place the bomb there? _____
- 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? _____

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Characteristics of the call

Call Origination:	<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Unknown
Message:	<input type="checkbox"/> Live	<input type="checkbox"/> Recorded	<input type="checkbox"/> Message read by caller	

Characteristics of the Caller (check all that apply):

Sex of Caller:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unknown	
Estimated Age:	<input type="checkbox"/> Child / Teen	<input type="checkbox"/> Young Adult	<input type="checkbox"/> Middle-aged Adult	<input type="checkbox"/> Older Adult

Voice Qualities

<input type="checkbox"/> Clear	<input type="checkbox"/> Distorted / Muffled	<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Unpleasant
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Pitch-Low / Deep	
<input type="checkbox"/> Raspy	<input type="checkbox"/> Smooth	<input type="checkbox"/> Pleasant	

Comments:

Speech Pattern

<input type="checkbox"/> Deliberate	<input type="checkbox"/> Fast	<input type="checkbox"/> Distinct
<input type="checkbox"/> Hesitant	<input type="checkbox"/> Slow	<input type="checkbox"/> Speech Impediment (Describe)
<input type="checkbox"/> Slurred	<input type="checkbox"/> Accent (Describe)	

Comments:

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Language:

<input type="checkbox"/> Educated	<input type="checkbox"/> Irrational	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Uneducated	<input type="checkbox"/> English	<input type="checkbox"/> Non-English
<input type="checkbox"/> Foul	<input type="checkbox"/> Unusual Phrases/Slang	<input type="checkbox"/> Rational
Comments		

Behaviors:

<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Laughing	<input type="checkbox"/> Blaming
<input type="checkbox"/> Confident	<input type="checkbox"/> Nervous	<input type="checkbox"/> Crying	<input type="checkbox"/> Fearful
<input type="checkbox"/> Agitated	<input type="checkbox"/> Depressed		
Comments			

Background Sounds

<input type="checkbox"/> Airport / Airplanes	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Train	<input type="checkbox"/> Music
<input type="checkbox"/> Animals / Birds	<input type="checkbox"/> PA System	<input type="checkbox"/> Traffic / Street	<input type="checkbox"/> Television
<input type="checkbox"/> Children	<input type="checkbox"/> Quiet	<input type="checkbox"/> Water / Wind	<input type="checkbox"/> House Noises
<input type="checkbox"/> Factory Machinery	<input type="checkbox"/> Restaurant / Bar	<input type="checkbox"/> Weapons	<input type="checkbox"/> Talking / Voices
Comments:			

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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

Call Trace:

Dial 257 immediately after hanging up. Call trace information will then be made available only to the Penn Police or other law enforcement agencies.