

**UNIVERSITY OF SAN FRANCISCO  
BOMB THREAT PROCEDURES**

**Written Threat**

If a bomb threat is received in writing, it should be kept including any envelope or other container. Unnecessary handling must be avoided and every possible effort must be made to retain possible evidence such as fingerprints, handwriting, paper and postmarks.

**Telephone Threats**

The person receiving the call should not disconnect the caller and should try to find out information required on the Bomb Threat Check List. Fill out checklist as soon as possible after threat (while incident details are still fresh in memory). Persons who regularly accept incoming phone calls should hold bomb Threat Check Lists. Report details immediately to Department of Public Safety at ext. 2911.

**Bomb Threat Check List  
Questions to Ask**

1. When is the bomb going to explode?
2. Where did you put the bomb?
3. When did you put it there?
4. What does the bomb look like?
5. What kind of bomb is it?
6. What will make the bomb explode?
7. Did you place the bomb?
8. Why did you place the bomb?
9. What is your name?
10. Where are you?
11. What is your address?

**Threat Language**

Well spoken:  
Incoherent:  
Irrational:  
Taped:  
Message read by caller:  
Abusive:  
Other:

**Background Noises**

Street noises:  
House noises:  
Voices:  
Local call:  
Music:  
Long distance:  
Machinery:  
Std:  
Other:

**Other**

Sex of caller:  
Estimated age:

**Call Taken**

**EXACT WORDING OF THREAT:**

Date: .../.../...  
Time:  
Duration of call:  
Number called:

**Action**

Report call immediately to: **Department of Public Safety**  
Phone #: **2911**

**Recipient**

Name (print):  
Telephone #:  
Signature:

**CALLER'S VOICE**

Accent (specify):  
Any speech impediment (specify):  
Voice (loud, soft, etc.):  
Speech (fast, slow):  
Diction (clear, muffled):  
Did you recognize the voice?  
If so, who do you think it was?  
Was the caller familiar with the area?

**REMEMBER KEEP CALM  
DON'T HANG UP!**