Montana State University
Bomb Threat Checklist

CALL UNIVERSITY POLICE IMMEDIATELY – 911 or 406-994-2121

Be Calm and Courteous, Speak Quietly and Firmly
Get all Information Possible from the Caller

1. What building? _______________________________________________________

2. When will it go off? ___________________________________________________

3. Where is the bomb? ___________________________________________________

4. What floor? _________________________________________________________

5. What part of the building? (North, South, etc.) ___________________________

6. What type of bomb? (chemical, mechanical, electrical, trip) ________________

7. What does it look like? (size, shape, color, etc.) ___________________________

8. Why was it placed there? ______________________________________________

9. Name of person calling? (if not given, note gender, age, etc.) ______________

ALSO TRY TO NOTICE OTHER CHARACTERISTICS ABOUT THE CALL

1. Is the call long distance? ______________________________________________

2. Voice characteristics? (loud, soft, intoxicated, etc.; fast, slow, slurred, etc. foreign or regional accent) ______________________________________________________

3. Background noises? (Quiet or party atmosphere; voices, music or office machines; street traffic, airplanes, etc.) ______________________________________________________

Person receiving call: ____________________________________________________

Date: ____________________________ Time: _________________________________

Telephone # _______________________ Dept. ____________________________ Supv. _______