

RIT TELEPHONE BOMB THREAT REPORT FORM

INSTRUCTIONS: Be calm. Be courteous. Listen. Do not interrupt the caller. Notify supervisor / security officer by prearranged signal while caller is on the line.

Report the call to Public Safety at 585-475-3333 (V/TTY)

DATE:	TIME:
SOURCE OF TELEPHONE CALL	
Name or number displayed on your phone.	
Call from on or off campus?	
EXACT WORDING OF THE THREAT:	
QUESTIONS TO ASK:	
1. When is the bomb going to explode?	
2. Where is the bomb right now?	
3. What kind of bomb is it?	
4. What does it look like?	
5. What will cause it to explode?	
6. Why did you place the bomb?	
7. What is your name and address?	
TRY TO DETERMINE THE FOLLOWING - CIRCLE AS APPROPRIATE	
Caller's Identity	Male Female Adult Juvenile Age _____ years
Voice	Loud Soft High-pitched Deep Intoxicated Other _____
Accent	Local Foreign Region (describe) _____
Speech	Fast Slow Distinct Distorted Stutter Slurred Nasal
Language	Excellent Good Fair Poor Foul Other _____
Manner	Calm Angry Rational Irrational Coherent Incoherent Deliberate Righteous Laughing Intoxicated
Background Noise	Office Machines Factory Machines Bedlam Trains Animals Music Voices Airplanes Street-Traffic Party-atmosphere Mixed Other
ADDITIONAL INFORMATION	