



CRAVEN COMMUNITY COLLEGE CAMPUS SECURITY

Telephone: (252) 638-7261
Fax: (252) 637-6112

Telephone Procedures – Bomb Threat Checklist

Instructions: Be calm. Be courteous. Listen, do not interrupt the caller. Notify supervisor while caller is still on the line.

Name: _____ **Time:** [] a.m. or [] p.m. **Date:** _____

Exact Time Call Received: _____ **Telephone Caller ID information:** _____

Caller's Identity:

Sex: [] Male [] Female [] Adult [] Juvenile Approximate Age (Years): _____

Origin of Call:

[] Local [] Long Distance [] Booth [] Internal (from within building or campus)

VOICE CHARACTERISTICS		SPEECH	
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Distorted
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Nasal
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter	<input type="checkbox"/> Lisp
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Other	<input type="checkbox"/> Slurred	<input type="checkbox"/> Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Slow	<input type="checkbox"/>
LANGUAGE	ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Excellent	<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory Machines
<input type="checkbox"/> Fair	<input type="checkbox"/> Foreign	<input type="checkbox"/> Angry	<input type="checkbox"/> Trains
<input type="checkbox"/> Foul	<input type="checkbox"/> Race	<input type="checkbox"/> Rational	<input type="checkbox"/> Music
<input type="checkbox"/> Good	<input type="checkbox"/> Not Local	<input type="checkbox"/> Coherent	<input type="checkbox"/> Office Machines
<input type="checkbox"/> Poor	<input type="checkbox"/> Region	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Street Traffic
<input type="checkbox"/> Other		<input type="checkbox"/> Righteous	<input type="checkbox"/> Animals
		<input type="checkbox"/> Irrational	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Incoherent	<input type="checkbox"/> Voices
		<input type="checkbox"/> Emotional	<input type="checkbox"/> Airplanes
		<input type="checkbox"/> Laughing	<input type="checkbox"/> Party Atmosphere

BOMB FACTS

Pretend difficulty with hearing. Keep caller talking. If caller seems agreeable to further conversation ask questions like:

When will it go off? _____ Certain Hour: _____ Time Remaining: _____

Where is it located? _____ Building: _____ Area: _____

What kind of bomb? _____ What kind of package? _____

Where are you now? _____ What is your name and address? _____

How do you know so much about the bomb? _____

If building is occupied, inform caller that the detonation could cause injury or death. Did the caller appear familiar with our buildings, based by his/her description of the bomb location?

Write out the message in its entirety and any other comments.

ACTION TO TAKE IMMEDIATELY AFTER CALL

New Bern Campus:

Notify Campus Security by calling Ext **7261** (If there is no answer, dial **670-9915** or **671-2513**), Call Todd Bradley of Craven Early College at **637-5706**. Talk to no one other than instructed by your supervisor.

Havelock Campus:

Notify the Officer on duty by calling **444-2119**, than notify the Vice President of the Havelock Campus at **444-7289** or via the radio. **DO NOT** use plain language over the radio, use code **10-45**. Talk to no one other than instructed by your supervisor.