CRAVEN COMMUNITY COLLEGE CAMPUS SECURITY

Telephone Procedures – Bomb Threat Checklist

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

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)

<table>
<thead>
<tr>
<th>VOICE CHARACTERISTICS</th>
<th>SPEECH</th>
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<tbody>
<tr>
<td>[ ] Loud</td>
<td>[ ] Fast</td>
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<tr>
<td>[ ] High Pitch</td>
<td>[ ] Distinct</td>
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<tr>
<td>[ ] Raspy</td>
<td>[ ] Distorted</td>
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<tr>
<td>[ ] Intoxicated</td>
<td>[ ] Nasal</td>
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<tr>
<td>[ ] Other</td>
<td>[ ] Lisp</td>
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<thead>
<tr>
<th>LANGUAGE</th>
<th>ACCENT</th>
<th>MANNER</th>
<th>BACKGROUND NOISES</th>
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<tbody>
<tr>
<td>[ ] Excellent</td>
<td>[ ] Local</td>
<td>[ ] Calm</td>
<td>Factory Machines</td>
</tr>
<tr>
<td>[ ] Fair</td>
<td>[ ] Foreign</td>
<td>[ ] Angry</td>
<td>Trains</td>
</tr>
<tr>
<td>[ ] Foul</td>
<td>[ ] Race</td>
<td>[ ] Rational</td>
<td>Music</td>
</tr>
<tr>
<td>[ ] Good</td>
<td>[ ] Not Local</td>
<td>[ ] Coherent</td>
<td>Office Machines</td>
</tr>
<tr>
<td>[ ] Poor</td>
<td>[ ] Region</td>
<td>[ ] Deliberate</td>
<td>Street Traffic</td>
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<tr>
<td>[ ] Other</td>
<td>[ ]</td>
<td>[ ] Righteous</td>
<td>Animals</td>
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<tr>
<td>[ ] Calm</td>
<td>[ ] Irrational</td>
<td>[ ] Deliberate</td>
<td>Quiet</td>
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<tr>
<td>[ ] Angry</td>
<td>[ ] Incoherent</td>
<td>[ ] Righteous</td>
<td>Voices</td>
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<tr>
<td>[ ] Emotional</td>
<td>[ ] Laughing</td>
<td>[ ] Righteous</td>
<td>Airplanes</td>
</tr>
<tr>
<td>[ ] Laughing</td>
<td>[ ]</td>
<td>[ ] Righteous</td>
<td>Party Atmosphere</td>
</tr>
</tbody>
</table>

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.