

F. Bomb Threat

Remain calm and obtain as much information as possible from the caller. Try to write down the caller's exact words and if possible, the number called from. Ask for and try to obtain the following information:

- When is the bomb going to explode?
- Where is the bomb located right now?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

Also record the following information:

- Exact time the call is received
- Information about caller including:
 - Sex - Age - Accent
 - Education - Location of caller - Background noises
 - Caller's attitude - Speech impediments or traits

Immediately notify local Law Enforcement by calling 911 and then notify Security. Always call from a safe location. Provide the police with the context of the threat, telephone number on which it was received, your name, room number and telephone number where you can be reached.

Take no other action unless directed to by Law Enforcement.

The Palm Beach State College Bomb Threat Assessment Form can be found on the Palm Beach State College Website at the following address:

[BombThreatAssesmentForm.pdf](#)

(SEE APPENDIX I)