**NMSU EMERGENCY ACTION PLAN APPENDICES**

**Bomb and phone threats description sheet**

*This form can be used for bomb threat calls as well as other types of phone threats*

<table>
<thead>
<tr>
<th>Time Call Received: AM/PM</th>
<th>Time Call Concluded: AM/PM</th>
<th>Caller ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exact words of caller:

<table>
<thead>
<tr>
<th>AGE</th>
<th>RACE</th>
<th>ACCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. What threat was made?

2. What demand was made?

3. Did the caller say he (or she) will call again? YES______ NO __________

   If yes, what time of day will he (or she) call? __________AM/PM

4. Approximately how long did you speak with the caller?

5. In your opinion, how old was the caller? ___________

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**QUESTIONS TO ASK FOR ANY THREAT**

1. What is your address? ____________________________________________________________________________

2. What is your name? ______________________________________________________________________________

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**QUESTIONS TO ASK IF BOMB THREAT**

1. When is the bomb going to explode?

2. Where is it right now?

3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode? ______________________________________________________________________

6. Did you place the bomb?

7. Why?

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**CALLER'S VOICE AND ATTITUDE (CIRCLE ALL THAT APPLY)**

- CALM
- ANGRY
- EXCITED
- SLOW
- RAPID
- SOFT
- LOUD
- VULGAR
- LAUGHING
- CRYING
- NORMAL
- DISTINCT
- SLURRED
- INTOXICATED
- NASAL
- STUTTER
- DISGUISED
- RASPY
- DEEP
- RAGGED
- CLEARING THROAT
- DEEP BREATHING
- CRACKING VOICE
- did it sound like?

**BACKGROUND SOUNDS (CIRCLE ALL THAT APPLY)**

- AIRPORT
- BAR/TAVERN
- FACTORY MACHINERY
- LONG DISTANCE
- OFFICE MACHINERY
- RESTAURANT
- TELEVISION
- OTHER
- ANIMAL NOISES
- BOOTH
- HOUSE NOISES
- MOTOR
- P.A. SYSTEM
- STATIC
- TRAFFIC

**THREAT LANGUAGE (CIRCLE ALL THAT APPLY)**

- WELL SPOKEN (educated)
- MESSAGE READ BY THREAT MAKER
- REPORT ALL THREATS TO NMSU POLICE (off main campus contact local police/law enforcement FIRST)

PERSON RECEIVING CALL ____________________________ PHONE # ____________________________

DEPARTMENT NAME AND LOCATION ____________________________

Signature: __________________________________ Title/Position: ____________________________