



UW-STEVENS POINT POLICE Bomb Threat Checklist



All bomb threats are taken seriously until proven otherwise. In the event a bomb threat is received by any means, follow the below procedures. Contact University Police (346-3456) or 911 immediately after the call.

In-Person: Sometime people make threatening comments out of frustration or as a joke. Contact University Police with the details of what was said for follow-up. Note the date, time, location and exact quotes if possible.

Written Message: Contact University Police. If written on a wall, do not erase or destroy. Written note or letter: save for police, handle as little as possible. Photograph if possible.

Email or Text: Contact University Police. Do not delete. Do not turn off computer or device. Take a screen shot or photograph if possible.

Phone: Remain calm, do not hang up. Try to keep caller talking to learn more information. Ask questions on this checklist. Document caller ID information. Contact University Police (#3456) or 911 immediately after the call.

DATE: _____ TIME: _____ Receivers Name: _____

PHONE # that received call: _____ PHONE # that placed call: _____

Callers Name (if known): _____

Ask Caller

Where is the Bomb located: _____

When is the bomb going to explode: _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

What is your address? _____

Information about Caller

Estimate: Age _____ Sex _____ Race _____

Location: _____

Background noises? (street, people, animals, music) _____

Callers Voice: (calm, nervous, angry, accent, whisper) _____

Does voice sound familiar _____

Threat Language (well spoken, incoherent, read, recorded) _____

Length of Call _____

Additional Information: