

BOMB THREATS

1. Most bomb threats are received by telephone.
2. If you receive a bomb threat call **10111**. Then call Risk Management Services (RMS):

Edgewood	031 260 3493
Howard College	031 260 3777
Medical School	031 260 3777
Pietermaritzburg	033 260 5211
Westville	031 260 7133

3. Provide them with as much information as possible from the bomb threat call.

<u>Questions To Ask</u>	
When is the bomb going to explode?	
Where is the bomb 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 did you place the bomb?	
What is your address?	
What is your name?	

<u>Call Characteristics</u>	
Phone number at which call is received	
Time of call	
Length of call	

<u>Caller Characteristics</u>	
Age of Caller	
Date	
Gender of Caller	
Race of Caller	

Caller Voice Characteristics			
Accent		Laughing	
Angry		Lisping	
Calm		Loud	
Clearing Throat		Nasal	
Cracking Voice		Normal	
Crying		Ragged	
Deep		Rapid	
Deep Breathing		Raspy	
Disguised		Slow	
Distinct		Slurred	
Excited		Soft	
Familiar		Stuttering	

Background Noises			
Animals		Motors	
Clear		Music	
Crockery		Office Machines	
House Noises		Static	
Local		Street Noises	
Long Distance		Other, Explain	
Machinery		Other, Explain	

Bomb Threat Language			
Foul Message		Read Message	
Incoherent		Taped	
Irrational		Well Spoken	

4. Immediately examine your area for any unusual or unfamiliar items. **DO NOT** handle, move or touch suspicious items, but report to the police.
5. Move to a safe location and wait for the police. The police or administration will make a determination as to whether an evacuation is warranted based on the assessment of the threat level.