



Emergency Threat / Suspicious Call – Desk Checklist

- KEEP THIS FORM NEXT TO YOUR TELEPHONE: It is important to write the caller's words as close to verbatim as possible.
 - STAY CALM. LISTEN.
 - Keep the caller on the line as long as possible.
 - Do not hang up unless the caller disconnects or an emergency requires you to do so.
 - Do not volunteer information about yourself, the College, or emergency response procedures.
 - Write down the caller's exact words whenever possible.
 - Notify Campus Police IMMEDIATELY **(630-466-2552)**.
 - DO NOT erase, discard, or alter these notes. Provide the completed form to Campus Police.
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1. CALL INFORMATION

Date: _____ Time Call Started: _____

Time Call Ended: _____

Telephone/Extension Where Call Was Received: _____

Number Displayed on Caller ID: _____

Phone number caller gave you (if different): _____

Name of person receiving call: _____

Department/Office: _____

2. CALLER INFORMATION

Name the caller provided: _____

Phone number caller provided: _____

Location/address caller provided: _____

Caller appeared to be: Male-sounding / Female-sounding / Unable to determine

Approximate age, if apparent: _____

Accent or distinctive speech? _____

Speech characteristics noticed: _____



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3. WHAT DID THE CALLER SAY?

WRITE THE CALLER'S WORDS AS CLOSE TO VERBATIM AS POSSIBLE. Do not summarize if you can record the exact wording.

4. TYPE OF THREAT

Active shooter / Bomb / Person with a weapon / Hostage / Assault / Fire / Chemical-hazard / Other emergency / Suspicious activity

What specifically did the caller say would happen?

IF AN ACTIVE SHOOTER / VIOLENCE IS MENTIONED

Where is the person? _____

Where are they going / last seen? _____

What weapons were mentioned? _____

How many people were mentioned? _____

Did caller identify anyone by name? _____

IF A BOMB / EXPLOSIVE DEVICE IS MENTIONED

Where is the device located? Building/Room/Area/Specific location _____

When will it explode? _____

How much time remains? _____

What does the device look like? _____

What type of device is it? _____

Why was the device placed? _____



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5. BACKGROUND SOUNDS

Other voices, Traffic, Music, Television/radio, Machinery, School/campus sounds, Sirens, Dogs/animals, Construction, Other

Describe anything unusual you heard:

6. ADDITIONAL INFORMATION

Did the caller identify themselves or an organization? _____

Did the caller make demands? _____

What were the demands? _____

Did the caller provide a reason or motive? _____

Any other important information: _____

7. AFTER THE CALL - DO THIS IMMEDIATELY

CALL CAMPUS POLICE: **630-466-2552**

Identify yourself and relay the information VERBATIM.

Tell Campus Police the telephone number displayed on Caller ID.

Do not discard these notes.