

# Threat Call/Email - Active Shooter/Bomb Threat Report Form

This checklist is for receiving THREAT CALL (someone threatening violence) or reports of threats. **If you witness an actual active incident in progress, call YSU Police immediately at 330-941-3527 or 911 from a campus phone. DO NOT USE THIS CHECKLIST.**

## Upon receiving threat call:

- **Remain Calm** and listen carefully. Use the questions below that match the type of threat being made.
- **Get Help:** If possible, have someone else call YSU Police while you are still on the line.
- **Record:** If possible, record the call using your cell phone or other recording device.
- Call time and call ID#: \_\_\_\_\_ all zeros/nines, \_\_\_ blocked/unavailable

## ACTIVE SHOOTER THREAT CALL QUESTIONS: *(Try to get exact words)*

What is your name and phone number? \_\_\_\_\_

Exact location of the threat? (Building, floor, room) \_\_\_\_\_

Can you see the shooter right now? If not what do you see? \_\_\_\_\_

How many suspects? \_\_\_ Describe Them: \_\_\_\_\_

Type of weapons? \_\_\_\_\_

Are there injuries? How many? \_\_\_\_\_

Which direction are they moving? \_\_\_\_\_

Why didn't you call 911/YSU Police directly? \_\_\_\_\_

## BOMB THREAT CALL QUESTIONS: *(Try to get exact words)*

Your name and phone number? \_\_\_\_\_

When will it explode? \_\_\_\_\_

Exact location? Address? \_\_\_\_\_

What does bomb look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause the bomb to explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why, are you targeting anyone in particular? \_\_\_\_\_

What do you want? (Demands or conditions) \_\_\_\_\_

Why didn't you call 911/YSU Police directly \_\_\_\_\_

## Caller Assessment of threat maker

- **Voice:** ☐ Male ☐ Female Age ☐ Younger ☐ Older ☐ Accent: \_\_\_\_\_
- **Emotion:** ☐ Calm ☐ Nervous ☐ Angry ☐ Scripted ☐ Laughing
- **Background:** ☐ Quiet ☐ Traffic ☐ Voices ☐ Music ☐ Keyboard/mouse clicking ☐ School Bells / PA Announcements
- **Behavior:** ☐ Hung up quickly ☐ Knew campus ☐ Answered questions

**\*After obtaining as much information as you can, immediately call YSU Police at 330-941-3527 or dial 911 from a campus phone and provide information you obtained.**

## E-MAIL/ELECTRONIC THREATS

### Email Recipient:

- **IMMEDIATELY Forward** the email/message to YSU Police at **police@ysu.edu**. Then call **YSU Police at 330-941-3527 or 911 from a campus phone**.
- **Keep the email open** on the computer until police arrive.
- **Do NOT delete** email/electronic communication
- Print or photograph email/electronic communication after forwarding