

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