

The University of Southern Mississippi Gulf Coast Emergency Operations Plan



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AA/EOE/ADA

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Introduction and Objectives

The emergency operations plan set forth in this document is designed to be a guide to the activation of The University of Southern Mississippi Gulf Coast's Emergency Operations Plan. The Emergency Operations Plan, once activated, remains in effect until the pending or an actual critical situation has passed and the appropriate authority deactivates the Plan. This plan will be reviewed annually by the Command Staff for verification of business processes and contact information.

Objectives

The Emergency Operations Plan is designed to:

1. Enable quick evaluation of an emergency condition
2. Coordinate informed individual divisions of the university to provide a unified response
3. Provide for rapid and necessary mobilization of personnel and material resources
4. Assure for the health and safety of the university community
5. Preserve lives and property
6. Lessen the impact potential of emergency situations
7. Enable orderly and timely lockdown or evacuation of personnel when necessary
8. Provide for the dissemination of accurate information

Emergency Situations Defined

An emergency should be considered a condition or occurrence which overtakes the resources, both material and personnel, and routine of any one division of the University. The following incidents are examples of emergency situations which may need to be addressed at Southern Miss Gulf Coast:

- Air Crashes
- Barricaded Suspect/Hostage Situations
- Bomb Incidents
- Campus/Civil Disorders
- Earthquakes
- Electrical Outages
- Flood
- Freeze
- Gas Rupture/Explosion
- Hazardous Material Incidents
- Hurricanes
- Structure Fires
- Tornadoes

Activation of Emergency Operations Plan

In the event the Southern Miss Gulf Coast is confronted with potential or declared emergency, The Associate Provost for Southern Miss Gulf Coast, or his designee, under the authority and direction of the University President acting within the guidelines of the Emergency Operations Plan, is authorized to implement whatever measures are legal and necessary to cope with the emergency.

In the absence of the Associate Provost for Southern Miss Gulf Coast, the below listed alternates are authorized to activate the Emergency Operations Plan and should be contacted in listed order.

1. Provost
2. Director of Planning, Contracts & Emergency Preparedness
3. Director of Physical Plant and Security
4. Director of Marketing & PR

The Provost, the Associate Provost for Southern Miss Gulf Coast or his/her alternate will be designated the Director of Emergency Operations and will be responsible for notifying those members of the Command Staff necessary to meet the emergency.

Command Staff

The person identified as the Command Staff will be responsible for formulating programs and coordinating their subordinate personnel in responding to an emergency situation as defined in this document. The Southern Miss Gulf Coast Command Staff includes the following personnel:

Associate Provost Dr. Pat Joachim	Office: 228-865-4570 SouthernLink: 1*593*1518
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Provost Dr. Robert Lyman	Office: 601-266-5002 SouthernLink: 1*593*1507
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Director of Planning, Contracts & Emergency Preparedness Bryan Billings	Office: 228-865-4536 SouthernLink: 1*593*1512
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Director of Public Relations Shelia White	Office: 228-865-4574 SouthernLink: 1*593*1435
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Director of Physical Plant and Security David Taylor	Office: 228-865-4562 SouthernLink: 1*593*1511
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Superintendent of Security/Safety Harlan McDonald	Office: 228-865-4563 SouthernLink: 1*593*1460
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Director of Customer Service USM Jackson County Coordinator Ann Billings	Office: 228-865-4545 SouthernLink: 1*593*1512
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USM Keesler Coordinator Dayonne McGuire	Office: 228-214-3507
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Director of iTech David Sliman	Office: 228-214-3403 SouthernLink: 1*593*1521
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Please refer to Emergency Communication Flow Chart Appendix for Command Staff's personal contact information, including SouthernLink Communications systems in the event all other systems are disabled.

Specific Duties and Responsibilities
Director of Emergency Operations
Associate Provost for Southern Miss Gulf Coast

Throughout the duration of any campus-wide emergency, the Director of Emergency Operations, or his designee, will be responsible for making command decisions and/or coordinating decisions with university administration to meet the emergency.

Duties and Responsibilities

1. Liaison with the office the President of the university.
2. Suspending, resuming, continuing operational activities of the university.
3. Coordination with the (Harrison County) Director Civil Defense.
4. Authorizing evacuation of university personnel.
5. Coordinating and/or approving activities and decisions of the Command Staff.
6. Select and/or approve appropriate strategies to meet the emergency.
7. Coordinate the joint planning and implementation of tactical operations.
8. Determine overall objectives to meet emergency.

Coordinator of Emergency Information Services
Director of Marketing & PR

The Director of Marketing & PR will coordinate pertinent information from the members of the Command Staff and make appropriate releases to the local media under the authority of the Director of Emergency Operations.

Duties and Responsibilities

1. Release information to university community and media pertaining to opening/closing of university, call back of vital personnel, and other information as necessary.
2. Develop and maintain a list of local newspaper, and radio and TV contact persons.
3. Initiate phone tree process.
4. Contact Director of Web Based Marketing to update web sites with emergency information.
5. Record announcement to GC Switchboard for emergency notification.
6. Initiate setup of Gulf Coast Campus Donations Center, depending on the scale and severity of the disaster.

Director of Physical Plant and Security

The Director of Physical Plant and Security will be the coordinator of transportation, grounds, utilities, building services, and maintenance. The Director of Physical Plant and Security will work with the other members of the Command Staff and report to the Director of Emergency Operations.

Duties and Responsibilities

1. Develop and maintain an intra departmental plan to meet emergencies as well as a call out list of vital personnel.
2. Develop and maintain a list of equipment, supplies, tools and machinery on hand as well as those needed to meet particular emergencies.
3. Coordinate provision of emergency supply of fuel for all emergency response vehicles.
4. Mobilize forces to assist in coping with preparation, response, and securing from an emergency.
5. Coordinate requests for gathering and delivery of personnel and supplies.
6. Assure isolation of emergency area via control of gas, water, power, and sanitation.
7. Clear and maintain access routes as required.
8. Have access to building floor plans, schematics and mechanical drawings of buildings.
9. Provide for emergency power (**generators**) to areas requiring such to maintain operation during an emergency.
10. Provide cost estimate of damage.
11. Determine extent of damages.
12. Assist in preparing and securing buildings.
13. Assist with rescue efforts.
14. Provide for clean-up effort after emergency.
15. Care for utility emergencies (e.g. down power lines).
16. Provide custodial services to shelters and buildings maintaining operations during emergency event.
17. Assist in barricading and physically isolating designated areas.
18. Provide additional vehicles and vehicle maintenance as required.

Superintendent of Security and Safety

The Superintendent of Security and Safety will make determination of the nature and extent of the emergency situation and report to the Director of Emergency Operations throughout the duration of the event.

Duties and Responsibilities

1. Determine initial condition and extent of emergency situation, response criteria, and potential for escalation
2. Collect and disseminate intelligence information
3. Control effected areas until relieved by proper authority
4. Provide radio and telephone communications to Command Staff
5. Conduct any necessary searches of area
6. Preserve law and order
7. Maintain public safety
8. Provide for crowd control and movement of personnel
9. Control vehicular traffic at evacuation routes as well as ingress/egress to emergency location
10. Securing and continuous security of buildings
11. Preservation of emergency scene and evidentiary materials
12. Maintain up-to-date lists of emergency response agencies and personnel
13. Monitor weather conditions
14. Provide continuous updates of emergency conditions as situations escalate or de-escalate
15. Report localized hazardous conditions as they develop in order to limit further damage/injury
16. Determine tactical response criteria
17. Make recommendations for action by other Command Staff divisions
18. Provide initial first aid to injury victims
19. Provide or assist with rescue efforts
20. Develop and maintain list of equipment and supplies on hand and those needed for particular emergencies

Emergency Operations Centers
Primary / Secondary

The Primary Emergency Operations Center will be located in the Associate Provost's office, Gulf Coast Student Service Center, Room 141.

In the event that the emergency makes the primary location unsafe, the Temporary Operations Center will be Cinemark Movie Theater at Crossroads Shopping Center, north of I-10 on Hwy. 49 in Gulfport. Scheduled meeting times are 10 am and 2 pm.

Upon declaration of an emergency alert, members of the command staff will be notified and, if accessible, will report immediately to the Operations Center. It will be necessary to communicate command functions to all locations and teaching sites.

Keesler Center

Old Cody Hall, building 4202, room 208, will be the Keesler Operations Center during the day. During the evening hours, in the occasion of emergency class cancellations, the Night Monitor will be contacted by the Keesler Operations Center Coordinator.

Jackson County Center

The conference room, located in room 108 of the administrative offices, will be designated as the Operations Center.

Stennis Space Center (SSC)

Department of Marine Sciences – Steve Lohrenz
Center for Higher Learning (CHL) – Joe Swaykos

Gulf Coast Research Laboratory (GCRL)

Refer to Gulf Coast Research Laboratory Hurricane Preparedness Plan.

Contact: Director of Physical Plant and Security – David Taylor

Community Contacts

Emergency 911

Harrison County

Gulfport City Hall.....228-868-5959
Long Beach City Hall228-863-1556
Civil Defense (Director)228-865-4002
Gulfport Police Department.....228-868-5959
Long Beach Police Department228-863-7292
Sheriff's Department228-865-7060
Gulfport Fire Department228-868-5959
Long Beach Fire Department.....228-863-7292
Mississippi Highway Patrol228-539-4881
Mississippi Gulf Coast Community College228-896-3355

Utilities

Mississippi Power Co.....800-532-1502
Coast Electric Power Association800-624-3348
Entex.....228-896-7500

Medical Emergency

Memorial Hospital (Emergency).....228-865-3120
A.M.R Dispatch.228-897-1192

Keesler Air Force Base

Emergency Management.....228-377-2655
Base Command Post Center228-377-4330

Jackson County

Gautier City Hall.....228-497-8000
Civil Defense228-769-3111
Gautier Police Department.....228-497-2486
Gautier Fire Department228-497-1656
Sheriff's Department228-769-3063
Mississippi Highway Patrol228-769-3266
Mississippi Gulf Coast Community College228-497-9602

Healthmark Center

Canon Hospice, Charles Killion228-575-6251
Select Specialty Hospital, Jim Foster.....228-867-4820

University Contacts

Associate Provost, Pat Joachim	228-865-4531
Cedar Point	228-872-4204
Gulf Coast Research Lab	
Bill Hawkins	228-872-4215
Sharon Walker	228-818-8889
Gulf Coast Student Service Center	
Customer Services, Ann Billings	228-865-4545
Enrollment & Marketing, Dayonne McGuire	228-214-3507
Planning, Contracts & Emergency Prep, Bryan Billings	228-865-4536
Human Resources, Cynthia Render-Leach	228-865-4515
iTech, David Sliman	228-214-3403
Marketing & PR, Shelia White	228-865-4574
Payroll, Meri Drago	601-266-6625
Physical Plant & Security, David Taylor	228-214-3479
Security & Safety, Harlan McDonald	228-865-4519
Shipping & Receiving, Harold Fruge	228-861-4605
Courier	228-697-7501
Jackson County Teaching Site	
Coordinator, Ann Billings	228-497-3636
Keesler Teaching Site	
Coordinator, Dayonne McGuire	228-377-2309
Night Monitor, Sgt. Antoine Tillman	228-377-8847
Stennis Space Center	
CHL, Joe Swaykos	228-688-3824
Marine Science, Steve Lohrenz	228-688-3177
University Research Foundation, Richard Hadden	228-865-3225

Guidelines to Emergency

Response to any critical situation or emergency involves pre-planning. The following pages are guidelines covering immediate considerations, necessary notifications, and tactical considerations for preparing and responding to several possible disasters.

These guidelines are not designed to be all inclusive and the thoroughness of advance planning and attention to organizational considerations and support may well determine the success or failure of emergency response.

Employee/Department Responsibilities

Print and have available two copies of the Emergency Operations Plan, one for the office and one for home.

Print Community Contact and University Contact pages and have readily available in the event of an emergency.

Assess the urgency of the situation and make the appropriate call:

- 911
- Your Supervisor
- Security

Secure office equipment, files and furniture.

Make a backup of essential electronic data and keep in a secondary location.

Unplug electrical outlets.

Cover equipment (desktop computers, printers, monitors, copiers, fax machines)

Laptop computers should be taken with you when you evacuate.

Make final bank deposits of currency and checks.

Secure hazardous chemicals.

Each academic department is responsible for securing materials according to standard industry practices and university policies.

Prepare emergency kit, which should contain items necessary to carry on business in event of an emergency.

Emergency Plan Payroll Issues

Should the University be closed on payday due to an emergency, every effort will be made to make paychecks available as quickly as possible.

The Gulf Coast Human Resources Manager will perform the following tasks:

1. Contact payroll in Hattiesburg to determine availability of checks.
2. Contact Shipping & Receiving to discuss delivery of checks from Hattiesburg to the Gulf Coast.
3. Contact the Security Office at Southern Miss Gulf Coast to determine the possibility of entering the campus to distribute checks, and notify security of the time and place that checks will be distributed. Should damage at the campus be too extensive for employees to enter the campus, the Human Resources Manager in conjunction with the Command Staff will determine an alternate location for check distribution.
4. Contact the Director of Marketing & PR to notify media of the time and place that checks will be distributed.
5. Contact Human Resources staff regarding distribution of checks.

Hurricanes

Advisories, Bulletins, Hurricane Watch, Hurricane Warning and Hurricane Conditions (HURCON)

Plans and procedures are applied immediately in the area where an impending hurricane is estimated to arrive within three days.

- a. Advisories and Bulletins are issued by the National Weather Services stating location, wind speed and expected path of the storm.
- b. Hurricane watch is set when a hurricane moves toward the mainland. As soon as forecasters determine that a particular section of the coast will feel the effects of a hurricane, they issue a hurricane warning specifying coastal areas that are in imminent danger within the next 24 hours.
- c. On the Southern Miss Gulf Coast Campus HURRICANE CONDITIONS are referred as HURCON
 1. HURCON 5: Condition normal; hurricane season starts on 1 June and ends on 30 November.
 2. HURCON 4: Hurricane force winds expected within 72 hours.
 3. HURCON 3/Hurricane Watch: Hurricane force winds expected in an area within 48 hours.
 4. HURCON 2/Hurricane Warning: Hurricane force winds expected in an area within 24 hours.
 5. HURCON 1: Hurricane force winds expected in an area within 12 hours.

HURCON 4:(Hurricane Advisory)

Action	Responsibility
1. Check communications readiness	Superintendent of Security and Safety
2. Service emergency readiness	Physical Plant
3. Check generators	Physical Plant
4. Check supplies to protect and secure office equipment	All Departments
5. Check supplies for Post Disaster	All Departments

Physical Plant – Hurricane Advisory (HURCON 4)

- A. Carpentry
 - 1. Check supply of plywood
 - 2. Check supply of visquine, rope, masking, and duct tape
 - 3. Check roofs for loose gutters, down spouts and other objects
 - 4. Prepare frames for any glass to be protected to verify all roofs are free of debris
- B. Custodial
 - 1. Announce full participatory custodial staff
- C. Electrical
 - 1. Check all generators to have ample flashlights and batteries
- D. Grounds
 - 1. Check supply of sandbags
 - 2. Designate crew assignments
 - 3. Verify adequate rain and safety gear for grounds crew
 - 4. Verify supply of chain saws and check saw sharpeners
- E. Motor Pool
 - 1. Check vehicles for fuel
- F. Plumbing
 - 1. Service all pumps
 - 2. Discuss rental of extra pumps if needed
 - 3. Check supply of containers for water

HURCON 3: (Hurricane Watch)

Action	Responsibility
1. Command staff members, will be notified as of time and location of meeting, which all shall attend.	Director of Financial Analysis & Planning
2. Prepare emergency operations Superintendent of Security and Safety	<u>Associate Provost</u>
3. Secure or remove loose objects	Physical Plant
4. Cut off natural gas to outside barbecues, etc.	Physical Plant
5. Position generators	Physical Plant
6. Place security personnel on alert	Superintendent of Security and Safety
7. Issue hand-held radios to: a. Director of Emergency Operations b. Director of Financial Analysis & Planning	Superintendent of Security and Safety
8. Ensure there is an adequate supply of water for disaster clean up	Physical Plant

Physical Plant - Hurricane Watch (HURCON 3)

- A. Carpentry
 - 1. Check campus to verify that all windows are closed
 - 2. Board windows as necessary
- B. Custodial
 - 1. Check supply of wet vacuums
 - 2. Begin sandbagging operation if needed
- C. Electrical
 - 1. Check with Physical Plant Superintendent to position generators
 - 2. Provide temporary feeder to pumps. Make sure pumps are operational.
 - 3. Provide extra extension cords
- D. Grounds
 - 1. Check for loose objects on campus, trash cans, benches, awnings, dumpsters, etc.
 - 2. Survey construction sites for debris
- E. Plumbing
 - 1. Position pumps
 - 2. Turn off gas to all grills
 - 3. Fill water containers for post disaster clean up

Individual Action (HURCON 3)

Upon notification of a hurricane (HURCON 3) watch status, all University personnel will attempt to accomplish the following on an individual basis:

Clear desk tops completely of paper and other articles.

Protect books, valuable papers, and equipment by covering with plastic sheeting and masking tape.

Where necessary and possible, move desks, file cabinets, etc. away from windows.

Close and latch both windows and doors.

Turn off or disconnect all electrical equipment including lights, window air-conditioners, hot plates, etc.

Clear any laboratory table and areas of all possible apparatus and glassware and place the items in a protective location.

NOTE

Departments are responsible for having necessary materials to protect equipment as noted above.

HURCON 2: (Hurricane Warning)

Action	Responsibility
1. Announce university closing to all command staff members and security, who in turn will notify all personnel	Director of Emergency Operations
2. Announce university closing through media and notify Southern Miss Hattiesburg and switchboard of closing	Coordinator of Disaster Information Service
3. Secure all windows and doors of administration and academic buildings	All departments/Faculty and Staff
4. Notify Long Beach Police of University closing and request police unit to assist in patrolling the campus	Superintendent of Security and Safety

Physical Plant - Hurricane Warning (HURCON 2)

1. Close front main entrance to campus and rear on Beach Park
2. Make final campus check for debris
3. Prepare for additional sandbagging
4. Make sure all storm drains are clear of debris
5. Verify that all vehicles have adequate fuel

Hurricane Post Disaster

Action	Responsibility
1. Access damage and report to the Director of Emergency Operations	<u>Physical Plant</u> Superintendent of Maintenance and Superintendent of Security/Safety
2. Inspect campus for broken glass and other safety hazards	Physical Plant and Security/Safety Department
3. Announce all clear to all command staff committee members who in turn will notify their staff	Director of Emergency Operations
4. Announce reopening through media as necessary	Coordinator of Emergency Information Services

Essential Personnel

Security

All security personnel will report to work for their shift immediately following the hurricane unless otherwise instructed. Scheduled days off will be cancelled until further notice.

Physical Plant

All maintenance, grounds and custodial personnel will immediately report to work following the hurricane, unless otherwise instructed.

NOTE: Temporary repairs made to homes must be completed in an expeditious manner and report to work immediately thereafter. Immediate supervisors must be notified.

Tornadoes

Immediate Considerations

1. Move to hallway, closets, or go to corner of room
2. Keep away from windows
3. Do not go outside
4. Evacuation measures
5. Shelter preparation
6. Securing of loose objects exposed to condition
7. Securing of buildings and laboratories
8. Vehicle preparations
9. Dissemination of information to University community

Tactical Command Consideration

1. Update weather reports
2. Coordination with Civil Defense
3. Clearing and maintaining access routes
4. Communications
5. Damage evaluation and reporting
6. Preserve law and order
7. Clean up effort
8. Downed power lines

Structure Fires

Immediate Considerations

1. Depending on degree of seriousness, call 911 or security
2. Location
3. Close door to area that has fire
4. Evacuation of building
5. Notification and evacuation of surrounding buildings
6. Hydrant locations
7. Attempts to extinguish
8. Cancellation of classes
9. Building contents
10. Scene security
11. Securing gas and electricity at location

Tactical Command Considerations

1. Identification of cause
2. Injuries/deaths
3. Extent of damages

Earthquake

Immediate Consideration

1. If you are indoors, protect yourself, drop down to the floor and take COVER under a desk or table. Hold the furniture above you until the tremors have passed. If there is not furniture around, seek COVER against an interior wall.

2. If you are outdoors, move to a clear area away from trees, signs, buildings, etc. If you are driving, pull over on the side of the road and stop in a clear area. Stay in the car until the tremors have passed. After the tremors, the biggest concern we will have will be broken underground gas lines. In the event of a gas leak, the following is recommended:

DO NOT go into a room and turn on lights. The switch may generate a spark.

DO NOT strike a match or light any type of flame if the power goes out.

DO NOT use any room or enclosed space until after it has been checked for gas leaks.

Tactical Command Considerations

1. Evacuation/Shelter
2. First Aid
3. Utilities (gas, water, electricity, sanitation)
4. Clearing and maintaining access routes
5. Communications
6. Preserve law and order
7. Security of buildings
8. Damage evaluation and reporting
9. Down power lines
10. Rescue efforts
11. Cancellation of classes

Gas Rupture/Explosion

Immediate Consideration

1. Call 911
 2. Location
 3. Threat to campus personnel/structures
 4. Evacuation measures
 5. Establish perimeter and secure area
 6. Securing of ignition sources
 7. Cancellation of classes
-

Electrical Outage

Immediate Consideration

1. Location
 2. Threat to campus personnel/structures
 3. Length of outage
 4. Cancellation of courses
-

Freeze

Immediate Consideration

1. Securing of buildings and laboratories
2. Vehicle preparations
3. Dissemination of information to University community
4. Cancellation of classes

Hazardous Material Incidents (Nuclear, Biological, Chemical)

Immediate Considerations

1. Call 911
2. Identify nature of incident/material from distance
3. Evacuation
4. Establish perimeter and secure area
5. Securing of ignition sources
6. Cancellation of classes

Tactical Command Considerations

1. Specific material identification
2. Wind and weather conditions
3. Evacuation routes
4. Personnel to remain upwind and out of immediate area
5. Decontamination area
6. No open flames, ignition sources
7. Shelter areas
8. Media involvement

Campus/Civil Disorders

Immediate Consideration

1. Depending on the degree of seriousness, call 911 or Security.
2. Location
3. Nature and size of incident
4. Firearms/weapons involved
5. Cause and objectives
6. Chances for escalation
7. Isolation/containment
8. Who is involved

Tactical Command Considerations

1. Strategies to cope with incident
2. Dispersal methods
3. Injuries
4. Involvement of drugs, alcohol, weapons
5. Negotiations

Barricaded Suspect/Hostage Situation

Immediate Consideration

1. Call 911
2. Location
3. Nature of incident
4. Firearms/weapons involved
5. Isolation of scene and evacuation
6. Number of persons involved
7. Establish communications
8. Cancellation of classes

Bomb Incidents

Immediate Consideration

1. Time of detonations considered, either call 911 or notify Security.
2. Location of device
3. Time of detonation
4. Time call received
5. Cancellation of courses
6. Additional information (see attached)

Tactical Command Considerations

1. Evacuation and securing of premises and surrounding area
2. Establishing perimeter
3. Suspension of all electronic communications within location
4. If located:
5. Leave for disposal team
6. Evacuation of search personnel
7. Preservation of scene/evidence
8. If not located:
9. Duration of evacuation beyond detonation time
10. Return to normal operations

Air Crashes

Immediate Consideration

1. Call 911
2. Location
3. Injuries/fatalities
4. Potential for fire/explosion
5. Evacuation
6. Site security including landing/crash path

BOMB SCARE FORM

Date _____ Time call received _____

Time caller hung up _____

Exact words of person placing call:

Questions to ask:

1. When is bomb going to explode?

2. Where is the bomb right now?

3. What kind of bomb is it?

4. What does it look like?

5. Why did you place the bomb?

Person receiving call _____

Department _____ Phone _____

Home Address _____

Home Telephone _____

DESCRIPTION OF CALLER'S VOICE

Male _____ Female _____

—

Young _____ Middle Age _____ Old _____

Tone of
Voice _____

Accent _____

Background
Noise _____

Was Voice
Familiar _____

If so - who did it sound like _____

Remarks: _____

