STATE AGENCIES WITHIN THE CAPITOL POLICE JURISDICTION SHOULD

DIAL 1-911

TEXT TELEPHONES DIAL 1-911

REPORT THE FOLLOWING INFORMATION TO CAPITOL POLICE:

1. Type of emergency (medical, fire, police)
2. Address where you are (or name of state building)
3. Floor and room number
4. Your name
5. Your telephone number

DO NOT HANG UP. LET DISPATCHER END CONVERSATION.

NON EMERGENCY PHONE NUMBER: 717-787-3199

For those state agencies not covered by the Capitol Police, check with your immediate supervisor today for the correct telephone number to call in an emergency. Record the telephone number here: ________________________

– IMPORTANT –

See inside back cover for BOMB THREAT INSTRUCTIONS.

BOMB THREAT INSTRUCTIONS

In the event that you receive a bomb threat at your work location, it is imperative for your safety and the safety of others that the police having jurisdiction for your area be contacted immediately. State agencies within the Capitol Police jurisdiction in Harrisburg should dial 1-911. State agencies not covered by Capitol Police should refer to the inside front cover of this directory.

See the copy of a bomb threat data card (STD-499) below with important information in the event of a threat.

CALLER’S VOICE:

- Calm __ Nasal
- Angry __ Shutter
- Excited __ Lip
- Slow __ Respiry
- Rapid __ Deep
- Soft __ Deep
- Loud __ Ragged
- Laughter __ Clearing Throat
- Crying __ Deep Breathing
- Normal __ Crack Voice
- Distinct __ Accent
- abandoning __ Accent
- Speech Pattern __ Whispered

PLACE THIS CARD UNDER YOUR TELEPHONE

QUESTIONS TO ASK:

1. Where is the bomb right now?
2. When is the bomb going to explode?
3. What does it look like?
4. What kind of bomb is it?
5. Did you place the bomb?
6. Why?
7. What is your address?
8. What is your name?
9. Any names of persons, agencies or offices?

– DO NOT HANG UP THE PHONE –

EXACT WORDING OF THREAT:

_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________

Sex of Caller: ___________________ Race: ___________________
Age: ___________________ Length of Call: _______________

Number at which call is received: ____________________________

Use CALL TRACE *57

Time: _______________ Date: __________ / __________

BOMB THREAT

COMMONWEALTH OF PENNSYLVANIA
STD-499 05-06

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BACKGROUND SOUNDS

- Street Noises __ Factory Machinery
- Crockery __ Animal Noises
- Voices __ Clear
- PA System __ Static
- Music __ Local
- House Noises __ Long Distance
- Motor __ Booth
- Office Machinery __ Other (Specify)

THREAT LANGUAGE:

- Well Spoken (Educated) __ Incoherent
- Foul __ Taped
- Irrational __ Message read by threat maker

REMARKS:

_________________________________________________________ 
_________________________________________________________
_________________________________________________________

Report call immediately to your supervisor or, if your supervisor is not immediately available, notify another person in charge.

PHONE NO. DATE

NAME POSITION

Any state agency within PA Capitol Police jurisdiction may request training in bomb threat response procedures by calling 787-3944.