

2016

Commonwealth of Pennsylvania
**TELEPHONE
DIRECTORY**

Tom Wolf
Governor

Curt Topper, Secretary
Department of General Services

Quick Reference Numbers

Capitol Police	717.787.3199
Central Interoffice Mail	717.704.1029
Commonwealth Media Services	717.787.9766
Commonwealth Garage	717.787.3933
Procurement	717.787.5733
Signs * Designs * Print * Mail	717.704.1029
Surplus Property:	
State	717.787.9068
Federal	717.787.9724
Vehicle Management	717.787.3162
Warehouse-Excess	717.787.6159
Warehouse and Distribution:	717.214.7054
Main Warehouse	717.214.7052
Excess Warehouse	717.525.5812

Commonwealth of Pennsylvania | TELEPHONE DIRECTORY | July 2016



pennsylvania
DEPARTMENT OF GENERAL SERVICES

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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 your local law enforcement be contacted immediately by dialing 911.

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



COMMONWEALTH OF PENNSYLVANIA BOMB THREAT DATA

PLACE THIS CARD UNDER YOUR TELEPHONE

QUESTIONS TO ASK:

1. Where is the bomb right now?
2. When is 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 11-15

CALLER'S VOICE:

- | | |
|---|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Speech Pattern | |

Is the voice familiar?

BACKGROUND SOUNDS

- | | |
|---|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local |
| <input type="checkbox"/> House Noises | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Other (Specify) |

THREAT LANGUAGE:

- | | |
|---|---|
| <input type="checkbox"/> Well Spoken (Educated) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> 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.