# Bomb Threat Report

**Instructions:**
Be calm, courteous, and **LISTEN**. Do not interrupt the caller(s). Under no conditions should you touch any suspicious package or alleged bomb. **Do not use your cellular phone!**

<table>
<thead>
<tr>
<th>Time call received</th>
<th>AM/PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time caller hung up</td>
<td>AM/PM</td>
</tr>
</tbody>
</table>

Exact words of person placing call:

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**Questions to Ask:**

1. What does it look like? _____________________________________________________
2. What building is the bomb in?________________________________________________
3. When is the bomb going to explode?___________________________________________
4. Where is the bomb right now?________________________________________________
5. What kind of bomb is it?____________________________________________________
6. What is your name?________________________________________________________
7. Why did you place the bomb?________________________________________________

**Try to determine the following:** (Circle as appropriate)

### Caller’s Identity:
- Male
- Female
- Adult
- Juvenile
- Age _____ years

### Voice:
- Loud
- Soft
- High pitch
- Deep
- Raspy
- Pleasant
- Intoxicated
- Other (explain)

### Accent:
- Local
- Not Local
- Foreign Region
- Explain:

### Speech:
- Fast
- Slow
- Distinct
- Distorted
- Stutter
- Nasal
- Slurred
- Lisp

### Language:
- Excellent
- Good
- Fair
- Poor
- Foul
- Other (explain)

### Manner:
- Calm
- Angry
- Rational
- Irrational
- Coherent
- Incoherent
- Deliberate
- Emotional
- Indignant
- Laughing
- Intoxicated

### Background Noises:
- Office Machines
- Factory Machines
- Bedlam
- Trains
- Animals
- Music
- Quiet Voices
- Mixed
- Airplanes
- Street Traffic
- Party Atmosphere

Person receiving calls: __________________________________________________________

Telephone Number received on: _________________________________________________

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**Dissemination and Use of Information**

Call 911 and:

1. Identify yourself and provide the information obtained above.
2. Answer any additional questions the dispatcher may have. These questions are critical. They provide the information necessary to determine the best emergency action.
3. **DO NOT USE CELLULAR PHONES.**
4. **Avoid causing noise and vibrations**
5. **Do Not Hang up unless directed.**
6. Advise your supervisor and/or facility emergency coordinator. The officer may want to talk to these individuals or other building personnel.