

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!**

Time call received _____ AM/PM

Time caller hung up _____ AM/PM

Exact words of person placing call: _____

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: _____

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.