Bomb Threat Call Procedures

1. Keep caller on the line—the longer he/she talks, the more we can learn.
2. Record as much of the message as possible on the form below—try to get exact words.
3. Tell the caller (if applicable) that the building is occupied and that the threatened action could result in the death or serious injury to many innocent persons.
4. Immediately upon termination of the call report information to Security.

Date		**Time of Call**		**Time Caller Hung Up**		**Ext. No.**	

Exact message (if possible):

Ask Caller:

- Where is bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What did it look like?
- Why?
- Who put it there?
- Caller's Name

Information About Caller:

- Where is caller? (Describe background and level of noise)
- Sex: Male Female
- Pitch of Voice: Low Moderate High
- Speech: Stutter Accent Peculiar Dialect
- Other:
- Estimated age:
- Name & Room Number of Person Receiving Call:

Caller's Voice

Calm, Angry, Excited, Slow, Rapid, Soft, Loud, Laughter, Crying, Normal, Distinct, Slurred, Nasal, Stutter, Lisp, Raspy, Deep, Ragged, Clearing Throat, Deep Breathing, Crackling Voice, Disguised, Accent, Whispered

Background Sounds

Street Noises, Crockery, Voices, PA System, Music, House Noises, Motor, Office Machinery, Factory Machinery, Animal Noises, Clear, Static, Local, Long Distance, Booth, Other

Threat Language

Well Spoken (Educated), Foul, Irrational, Message Read by Threat Maker, Taped, Incoherent

Report Call Immediately To:

Name:
Phone Number:
Today's Date:
Your Name:
Position:
Phone Number: