## Telephone Bomb Threat Report Form

INSTRUCTIONS: Be calm. Be courteous. Listen. Do not interrupt the caller. Notify supervisor / security officer by prearranged signal while caller is on the line.

**Report the call to 911**

|  |  |
| --- | --- |
| **DATE:** | **TIME:** |
| **SOURCE OF TELEPHONE CALL** |
| Name or number displayed on your phone. |   |
| Call from on or off site? |   |
| **EXACT WORDING OF THE THREAT** |
|   |
| **QUESTIONS TO ASK** |
| 1. When is the bomb going to explode? |   |
| 2. Where is the bomb right now? |   |
| 3. What kind of bomb is it? |   |
| 4. What does it look like? |   |
| 5. What will cause it to explode? |   |
| 6. Why did you place the bomb? |   |
| 7. What is your name and address? |   |
| **TRY TO DETERMINE THE FOLLOWING - CIRCLE AS APPROPRIATE** |
| Caller’s Identity | Male      Female     Adult     Juvenile     Age \_\_\_\_\_ years |
| Voice | Loud      Soft     High-pitched     Deep     Intoxicated     Other \_\_\_\_\_ |
| Accent | Local      Foreign     Region (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Speech | Fast      Slow     Distinct     Distorted     Stutter     Slurred     Nasal |
| Language | Excellent      Good     Fair     Poor     Foul     Other \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Manner |  Calm      Angry     Rational     Irrational     Coherent     Incoherent Deliberate      Righteous     Laughing     Intoxicated  |
| Background Noise |  Office Machines      Factory Machines     Bedlam     Trains     Animals     Music Voices      Airplanes     Street-Traffic     Party-atmosphere     Mixed     Other  |
| ADDITIONAL INFORMATION |
|   |