## 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 | | | | |
|  | | | | |