

Bomb Threat Call Procedures

- Keep caller on the line—the longer he/she talks, the more we can learn.
- Record as much of the message as possible on the form below—try to get exact words.
- 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.
- 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 and Room Number of Person Receiving Call:

Caller's Voice		Background Sounds		Threat Language
Calm	Nasal	Voices	Static	Well Spoken (Educated)
Angry	Stutter	Music	Local	Foul
Excited	Lisp	Motor	Booth	Irrational
Slow	Raspy	Clear	Other	Message Read by Threat Maker
Rapid	Deep	Crockery		Taped
Soft	Ragged	Street Noises		Incoherent
Loud	Clearing Throat	Office Machinery		
Laughter	Deep Breathing	Factory Machinery		
Crying	Crackling Voice	Animal Noises		
Normal	Disguised	Long Distance		
Distinct	Accent	House Noises		
Slurred	Whispered	PA System		

Report Call Immediately To:

Name:

Phone Number:

Today's Date:

Your Name:

Position:

Phone Number:
