

# 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):**

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## Ask Caller:

Where is bomb located? (Building, Floor, Room, etc.)

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When will it go off?

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What did it look like?

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Why?

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Who put it there?

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Caller's Name?

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## Information About Caller:

Where is caller? (Describe background and level of noise)

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Sex:                      Male                      Female

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Pitch of Voice:              Low                      Moderate              High

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Speech:                      Stutter                      Accent                      Peculiar Dialect

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Other:

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Estimated age:

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Name and Room Number of Person Receiving Call:

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Caller's Voice		Background Sounds		Threat Language	Report Call Immediately To:  Name:  Phone Number:  Today's Date:  Your Name:  Position:  Phone Number:
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	Cracking Voice	Animal Noises			
Normal	Disguised	Long Distance			
Distinct	Accent	House Noises			
Slurred	Whispered	PA System			