

## **BOMB THREAT CALL RECORD FORM**

**Be calm and do not panic, listen and do not interrupt the caller.** If possible, pass a written note to the person closest to you, advising, "Bomb Threat", and the telephone number of your Safety Warden. **TRY TO GET THE CALLER TO REPEAT THE MESSAGE!** ("I'm sorry; would you say that again, please?")

### **Questions to Ask:**

When is bomb going to explode? \_\_\_\_\_

Where is bomb right now? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why was the bomb brought into the building? \_\_\_\_\_

Is voice familiar?  Yes  No, if so, who did it sound like? \_\_\_\_\_

Time caller hung up (check and see if your caller ID picked up a number) \_\_\_\_\_

Name of bomb threat recipient \_\_\_\_\_ Phone# \_\_\_\_\_

### **Action to Take Immediately after Call:**

- Notify 911 and then the management office and your Safety Warden
- Complete the following check list to the best of your ability:

**TRY TO DETERMINE THE FOLLOWING: (Circle appropriate word/s)**

**Caller's Identity:** Male Female Adult Juvenile Age \_\_\_\_\_ Race \_\_\_\_\_

**Voice:** Loud Soft High pitch Deep Raspy Pleasant Intoxicated Other

**Accent:** Local Not local Foreign Region Other

**Speech:** Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp Other

**Language:** Excellent Good Fair Poor Foul Other

**Manner:** Calm Angry Rational Irrational Coherent Incoherent Deliberate Emotional

**Background Noises:** Office Machines Factory Machines Bedlam Trains Airplanes Animals

Music Quiet Voices Mixes Street Traffic Party Atmosphere

**Threat Language:** Well Spoken Incoherent Foul Taped Irrational  
Message Read

\_\_\_\_\_  
**Phone Number Receiving Call**

\_\_\_\_\_  
**Person Receiving Call**