

Bomb Threat Quick Reference Procedure

When a bomb threat is received:	Questions to ask:			
Stay calm.	What time will the bomb explode?			
Listen and be courteous.	Where is the bomb?			
Do not interrupt the caller.	What does the bomb look like?			
Record the conversation or have someone listen in and write down what is said.	Where are you calling from? Why did you place the bomb?			
Obtain as much information as possible and note the characteristics.	Is there more than one bomb? Why did you call? What is your name? Identifying Characteristics:			
Record details:	Sex:	Male	Female	Unknown
Date & Time:	Estimated age:			
Call display number:	Accent:	English	French	Other:
Duration:	Voice:	Loud	Soft	Nasal
Call Received phone line:		Deep	Distinct	Distorted
		Raspy	Stutter	Pitch:
		Other:		
Name of employee:	Voice was familiar (Specify):			
Telephone Number:	Speech:	Fast	Slow	Other:
Department:	Manner:	Emotional	Calm	Vulgar
		Rational	Irrational	Relaxed
		Coherent	Incoherent	
		Deliberate	Laughing	
Other Witness:	Background Noise:	Traffic	Factory/Machinery	Airplane
		Music	Animals	Office Machines
		Trains	Voices	Quiet
	Diction:	Good	Slang	Lisp
		Foul Specific Words:		
Exact words of the caller:	Phone Connection:	Static	Clear	Long Distance
	Cell Caller was familiar with the area (specify):			