

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:	
	Manner:	Emotional	Calm	Vulgar	Relaxed
		Rational	Irrational	Coherent	Incoherent
Department:		Deliberate	Laughing		
		Other:			
Other Witness:	Background Noise:	Traffic	Factory/Machinery	Airplane	Office Machines
		Music	Animals	Party	Quiet
		Trains	Voices		
	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):				