

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	<input type="text"/>	Time of Call	<input type="text"/>	Time Caller Hung Up	<input type="text"/>	Ext. No.	<input type="text"/>
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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
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- Pitch of Voice:

Low	Moderate	High
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- Speech:

Stutter	Accent	Peculiar Dialect
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- Other:
- Estimated age:

Name & Room Number of Person Receiving Call:

Caller's Voice	Background Sounds	Threat Language
Calm	Nasal	Street Noises
Angry	Stutter	Factory Machinery
Excited	Lisp	Crockery
Slow	Raspy	Voices
Rapid	Deep	PA System
Soft	Ragged	Music
Loud	Clearing Throat	House Noises
Laughter	Deep Breathing	Motor
Crying	Crackling Voice	Office Machinery
Normal	Disguised	Other
Distinct	Accent	
Slurred	Whispered	

Report Call Immediately To:

- Name:
- Phone Number:
- Today's Date:
- Your Name:
- Position:
- Phone Number:

If voice is familiar, who did it sound like?