

# 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):

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## 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	Crockery
Excited	Lisp	Voices
Slow	Raspy	PA System
Rapid	Deep	Music
Soft	Ragged	House Noises
Loud	Clearing Throat	Motor
Laughter	Deep Breathing	Office Machinery
Crying	Crackling Voice	Other
Normal	Disguised	Factory Machinery
Distinct	Accent	Animal Noises
Slurred	Whispered	Clear
		Static
		Local
		Long Distance
		Booth
		Maker
		Taped
		Incoherent

## Report Call Immediately To:

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

If voice is familiar, who did it sound like?