

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		Time of Call		Time Caller Hung Up		Ext. No.	
-------------	--	---------------------	--	----------------------------	--	-----------------	--

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

- Pitch of Voice: Low Moderate High

- Speech: Stutter Accent Peculiar Dialect

- Other:

- Estimated age:

- Name & Room Number of Person Receiving Call:

Caller's Voice

Calm	Nasal
Angry	Stutter
Excited	Lisp
Slow	Raspy
Rapid	Deep
Soft	Ragged
Loud	Clearing Throat
Laughter	Deep Breathing
Crying	Crackling Voice
Normal	Disguised
Distinct	Accent
Slurred	Whispered

Background Sounds

Street Noises	Factory Machinery
Crockery	Animal Noises
Voices	Clear
PA System	Static
Music	Local
House Noises	Long Distance
Motor	Booth
Office Machinery	Other

Threat Language

Well Spoken (Educated)
Foul
Irrational
Message Read by Threat Maker
Taped
Incoherent

If voice is familiar, who did it sound like?

Report Call Immediately To:

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