

Date _____

BOMB THREATS

If you receive a threatening telephone call try to obtain as much information as possible. Use the checklist either during or immediately after the call. Listen carefully to the caller's instructions, threats, concerns, voice inflections, background noise, etc. Ask questions, keep the person talking and giving as much information about the threat as possible.

Most importantly: Remain calm, don't panic, try to calm the caller down. If possible have a coworker call Public Safety while you are on the phone. If that is not possible, call Public Safety immediately after the caller hangs up.

CHECK LIST

- Time call came in: _____
- When is the bomb going to explode? _____
- Where is the bomb located? _____
- What kind of bomb is it? _____
- What does the bomb look like? _____
- Why did you place the bomb? _____

Attempt to discern the following:

- Voice: Loud _____ Soft _____ Angry _____ Frightened _____ Commanding _____ Other _____
- Male _____ Female _____ Young _____ Old _____
- Accent _____ Stutter _____ Slow _____ Rapid _____ Other _____
- Try to write down the exact words of the caller _____

Background noise: _____

Time call ended: _____ Your Name _____ Telephone Number _____