TELEPHONE BOMB THREAT REPORT FORM

INSTRUCTIONS: Be calm and courteous. Listen, and do not interrupt the caller. Notify your supervisor of your activity by a prearranged signal while the caller is on the line.

Date:_____________ Exact words of person placing call:_____________________
Time:_____________ ______________________________________________________________________

QUESTIONS TO ASK:
1. When is the bomb going to explode?______________________________________
2. Where is the bomb right now?___________________________________________
3. What kind of bomb is it?________________________________________________
4. What does it look like? _________________________________________________
5. Why did you place the bomb?___________________________________________

Try to determine the following (circle as appropriate):

Caller’s Identity: Male Female Adult Juvenile Age:____
Voice: Soft High-pitched Loud Deep Intoxicated Other________
Accent: Local Foreign Region Description:____________________
Speech: Fast Slow Distinct Distorted Stutter Slurred Nasal
Language: Excellent Good Fair Poor Foul Other___________
Manner: Calm Angry Rational Irrational Coherent Incoherent Deliberate Emotional Righteous Laughing Intoxicated
Background Noises: Bedlam Trains Animals Music Voices
Mixed Office Machines Factory Machines Party Atmosphere Airplanes Street Traffic Other____________________
Additional Information:____________________________________________________________________

Immediately after the call, notify the police (9-1-1 or 9-911) and then your supervisor.

Receiving Telephone Number ———— Person Receiving Call

* Print this page and place next to your phone.