

BOMB THREAT – REPORT FORM

If you are the person who receives a bomb threat, follow the instructions below. Please try to keep accurate notes of that information which you do receive from the caller. If possible signal another employee to get on the same line (another phone) “quietly” and take notes.

IF YOU ARE THE PERSON RECEIVING A BOMB THREAT OVER THE TELEPHONE:

Keep calm and **try to obtain** the answers to the following questions from the caller:

Time the call was received:

Where is the bomb (exact location)?

What time is it set to go off?

What kind of bomb is it? If dynamite, how many sticks?

Why did you set the bomb?

What is the method of activation? (i.e. Mechanical, Clock Movement, Chemical Action, etc.)

In what kind of package or box is the bomb disguised?

What is your name, address, telephone number?

How old are you?

Have there been, or will there be, other calls?

JUDGE THE VOICE:

Identify: Male Female Adult Juvenile

Voice: Loud Soft Normal Intoxicated Other:

Speech: Fast Medium Slow Slurred Foul

Diction: Excellent Good Fair Poor

Accent: White Black Spanish Other:

Manner: Calm Angry Rational Irrational

LISTEN FOR BACKGROUND NOISE:

	CHECK IF HEARD	DESCRIPTION
MUSIC	_____	_____
PEOPLE TALKING	_____	_____
CARS OR TRUCKS	_____	_____
AIRPLANE	_____	_____
CHILDREN OR BABIES	_____	_____
MACHINES / NOISE	_____	_____
TYPING	_____	_____
OTHER	_____	_____

Immediately notify Lincoln Harris CSG at 817-590-0085