

BOMB THREAT REPORT FORM

LISTEN CLOSELY TO PHONE CALL - To gather as much information as possible (see list).

CALL POLICE/DISPATCHER - 911 - Ask police to notify fire department.

DISMISS STUDENTS AND STAFF - By intercom - To designated areas (see map).

CHECK LIST WHEN YOU RECEIVE A BOMB THREAT

Time and Date Reported: _____

How Reported: _____

Exact Words of Caller: _____

Questions to Ask:

1. When is 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?
6. Where are you calling from?

Description of Callers Voice:

Male Female Young Middle Age Old Accent

Tone of Voice Background Noise

Is Voice Familiar? If so, who did it sound like?

Other voice characteristics:

Time Caller Hung Up:

Remarks:

Name, address, telephone of recipient:

Approved: 03/10/86

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