

## BOMB THREAT PROCEDURES



### When a bomb threat is received:

- Listen, remain calm & courteous.
- Do not interrupt the caller.
- Obtain as much information as possible (see checklist).

### Immediately after receiving a bomb threat:

- Record information on the Telephone Checklist.
- Report the incident to Principal or site manager and provide a copy of the completed checklist.
- Call 911 for police assistance.

### Bomb Threat Telephone Checklist

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Call Duration: \_\_\_\_\_ Gender:  Male  Female Estimated Age: \_\_\_\_\_

**Exact Wording of the Threat:** \_\_\_\_\_  
Accent: (Eng., Fr., etc.) \_\_\_\_\_  
Voice: (loud, soft, nasal, etc.) \_\_\_\_\_  
Speech: (fast, slow, etc.) \_\_\_\_\_  
Manner: (calm, emotional, vulgar, etc.) \_\_\_\_\_  
Background noises: \_\_\_\_\_  
Voice was familiar: \_\_\_\_\_

### Questions to Ask:

Time of detonation? \_\_\_\_\_  
Location? \_\_\_\_\_  
Description of device? \_\_\_\_\_  
What is your name? \_\_\_\_\_  
Where are you calling from? \_\_\_\_\_

Caller was familiar with area: \_\_\_\_\_

**Call Received By:**

First & Last Name: \_\_\_\_\_  
Position/School: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

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