

BOMB THREAT CALL PROCEDURES

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. If possible, write a note to a colleague to call dispatch (2-3333) or, as soon as the caller hangs up, immediately notify them yourself.
4. Immediately upon termination of the call, do not hang up, but from a different phone, contact dispatch immediately (2-3333) with information and await instructions.

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.

BOMB THREAT CHECKLIST

Time call received: _____ Time phone call ended: _____

Phone number of caller (caller-ID): _____

Date of phone call: _____

Phone number that the caller called: _____

Exact Words of Threat:

Ask Caller:

- Where is the bomb located? _____
(Building, Floor, Room, etc.)
- When is the bomb going to explode? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will cause it to explode? _____
- Is there more than one bomb? _____
- Did you place the bomb? Yes No (Circle one)
- Why? _____
- What is your name? _____
- What is your address? _____

(DO NOT HANG UP THE PHONE)

Information About Caller:

- Where is the caller located? _____
- Estimated age: _____ Is voice familiar? If so, who does it sound like? _____

Caller's Voice:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Female | <input type="checkbox"/> Laughter |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Coughing | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Rapid |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Stutter |

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:
