**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:**

- Male
- Female

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct

**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:**

________________________________________

________________________________________