BOMB THREAT REPORT FORM

Instructions: BE CALM, BE COURTEOUS, LISTEN, And DO NOT INTERRUPT THE CALLER. IF POSSIBLE, NOTIFY THE UNIVERSITY DISPATCHER while the caller is on the line.

Date: ___________ Time started: ___________ Time Hung Up: ___________

Exact words of person placing the call: ______________________________________________________

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?____________________________________________________

Try to determine the following: [circle as appropriate]

Caller’s Identity:  Male  Female  Adult  Juvenile  Age yrs.:  
Voice: Loud  Soft  High Pitch  Deep  Raspy  Pleasant  Quiet  Intoxicated  Other:
Accent: Local  Not Local  Foreign  Region/Nationality
Speech: Fast  Slow  Distinct  Distorted  Stutter  Nasal  Slurred  Lisp  Other:
Language: Excellent  Good  Fair  Poor  Foul  Other:
Manner: Calm  Angry  Rational  Irrational  Coherent  Laughing  Incoherent  Deliberate  Emotional  Righteous  Intoxicated
Background noises: Office  Machines  Factory Machines  Bedlam  Music  Trains  Animals  Quiet  Voices  Mixed  Street Traffic  Airplane  Party  Laughing in Background

Action to take after the Caller hangs up: Notify your supervisor, and the University Dispatcher. TALK TO NO ONE other than instructed by Campus Police.

Receiving Telephone Number  Person Receiving the Threat

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