

Bomb Threat Log

If you should receive a bomb threat:

1. Listen.
2. Be calm and courteous.
3. Do not attempt to interrupt the caller.
4. Obtain as much information as you can, especially location of the alleged bomb.

Record:

Date (dd/mm/yy): ___/___/___ Time(hh:mm): ___:___ am/pm Duration: ___ min.

Phone number (if available) _____

Exact wording of threat: _____

Questions to Ask:

What time will the bomb explode? _____

Where is it? _____

Why did you place the bomb? _____

What does it look like? _____

Where are you calling from? _____

What is your name? _____

Background noises? _____

Caller was familiar with area? Y/N (circle one)

Specify _____

Identifying Characteristics:

Sex: M /F / not sure (circle one)

Accent (English, French, , etc.) _____

Voice (loud, soft, etc.) _____

Speech (fast, slow, etc.) _____

Diction (good, nasal, lisp, etc.) _____

Manner (calm, emotional, vulgar) _____

Was voice familiar? Y/N (circle one)

Specify _____

Discreetly inform a colleague to contact security.