

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? _____

Call Received By:
First & Last Name: _____
Position/School: _____
Telephone Number: _____

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