

APPENDIX K

BOMB THREATS

The person receiving the call should NOT hang up or disconnect the call. Keep the line open and allow the caller to talk for as long as possible. Remain calm. Keep your voice tone business like. Attempt to establish a dialog with the person. Do you recognize the voice? Many telephones have a display that will show an incoming number. Make a note of this as well as any other pertinent information during the call. Leave the phone off the hook. This may be useful the Law Enforcement authorities.

Attempt to get the exact location within the building where the bomb has been or is going to be planted. Ask the caller when the device is set to explode.

Attempt to get as much information as possible as to description of the caller, i.e. voice, race, sex, group affiliation, etc. Listen for noises in the background or other clues that may indicate who is calling or location of the caller.

BOMB THREAT CALL CHECKLIST

Date: _____

Time of Call: _____

Ask Questions:

- When will it go off? _____
- Where is it located? _____
- What room is it in? _____
- Why did you choose this building? _____
- What kind of bomb? _____
- What does the bomb look like? _____
- What will cause it to explode? _____
- Why are you doing this? _____
- What is your name? _____
- Where are you now? _____

Record exactly what the caller said in addition to the questions above.

Person on the phone:

Man ___ Woman ___ Teen ___ Child ___ Age ___

Voice of the person on the phone:

Accent:	Manner:	Emotional:	Background Noises:	
Local ___	Calm ___	Angry ___	Office ___	Other ___
Foreign ___	Rational ___	Serious ___	Factory ___	Voices ___
Race ___	Laughing ___	Irrational ___	Quiet ___	Music ___
	Coherent ___	Incoherent ___	Planes ___	Traffic ___
	Deliberate ___		Animals ___	Party Noises ___

A person receiving a bomb threat will immediately notify his/her supervisor. Local authorities should be contacted.

APPENDIX J

