

BOMB THREAT / ANONYMOUS TELEPHONE CALL RECORD

Date _____

Time _____

Caller's Male Female

Sex

Approximate Age _____

Accent _____

- Listen and remain calm
- Do not interrupt caller
- Attempt to keep caller talking
- Record as much information as you can while call is in progress
- **Signal someone to call Police**

Threat (Exact Wording) _____

Questions: What time will the bomb explode? _____

Where is it located? _____

What does it look like? _____

What kind of bomb is it? _____

Were you able to see the origin of the call on your phone call display? (i.e. was it on campus, local, long distance?)

*** REMEMBER TO CONTACT CAMPUS SECURITY DURING OR IMMEDIATELY AFTER THE THREAT CALL IS COMPLETE AND FOLLOW THEIR INSTRUCTIONS.**

The average number of words in a bomb threat call is 8-17. We need as much information as possible and as much time as possible to trace the call. .

As you ask the questions listed on the report form, attempt to collect all of the impressions and information about the caller that you can. These include such items as male - female, old - adult - teenager, foreign or localized accent, illiterate - intelligent, peculiar personnel speech defect