

# Bomb Threat Report: Phone Procedures

**POLICE LINE**

*Most bomb threats are received by phone.  
Bomb threats are serious until proven otherwise.  
Act quickly, but remain calm and obtain information  
with the checklist on the inside of this brochure.*

**Please keep this brochure  
near your phone.**

# Bomb Threat Checklist:

## RECORDED DATA:

Phone Number (call display #)		
<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Centrex
Date: _____ (month/day/year)	Time: _____ (hr.) _____ (min.) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Duration of the call: _____ (min.)

## EXACT WORDING of the THREAT:

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## QUESTIONS to ASK:

Where is the bomb located? \_\_\_\_\_

When will it go off? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will make it explode? \_\_\_\_\_

Who placed the bomb? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

What is your name? \_\_\_\_\_

## INFORMATION ABOUT the CALLER:

Check all that apply.

Sex: ☐ male ☐ female Estimated age: \_\_\_\_\_

Is the voice familiar? If so, who does it sound like? \_\_\_\_\_

Accent: ☐ English ☐ French Other: \_\_\_\_\_

Other Points: \_\_\_\_\_

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**CALLERS  
VOICE:**

- ☐ Loud
- ☐ Soft
- ☐ Distinct
- ☐ Slurred
- ☐ Rapid
- ☐ Angry
- ☐ Throaty
- ☐ Disguised
- ☐ Stutter
- ☐ Fast
- ☐ Slow
- ☐ Rapid
- ☐ Calm
- ☐ Nasal
- ☐ Lisp
- ☐ Emotional

**BACKGROUND  
SOUNDS:**

- ☐ Street noises
- ☐ Voices
- ☐ P.A. system
- ☐ Music
- ☐ House noises
- ☐ Motor noises
- ☐ Children
- ☐ Factory
- ☐ Office
- ☐ Animal(s)
- ☐ Clear
- ☐ Static

Other information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THREAT  
LANGUAGE:**

- ☐ Message read
- ☐ Tapped
- ☐ Irrational
- ☐ Vulgar
- ☐ Well-spoken
- ☐ Incoherent

**THREAT RECIPIENT'S PARTICULARS:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
School: \_\_\_\_\_ Department: \_\_\_\_\_

**COMPLETED by ADMINISTRATOR:**

- ☐ Explosion
- ☐ Device - not found
- ☐ Evacuation
- ☐ Police responded
- ☐ Sniffer dog
- ☐ No explosion
- ☐ Hoax call
- ☐ No evacuation
- ☐ No police
- ☐ No sniffer dog

☐ Search conducted by: \_\_\_\_\_  
☐ No search conducted  
☐ Caller identified: \_\_\_\_\_  
☐ Caller not identified  
☐ Action taken: \_\_\_\_\_

Administrator Signature	Date

# Bomb Threat Call Procedures:

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist.

## If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the **Bomb Threat Checklist** immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact WFPS immediately with information and await instructions.

## If a bomb threat is received by handwritten note:

- Call 911.
- Handle note as minimally as possible.

## If a bomb threat is received by email:

- Call 911.
- Do not delete the message.

## Signs of a suspicious package:

- |  |   |
|--|---|
| <input type="checkbox"/> No return address   | <input type="checkbox"/> Poorly handwritten |
| <input type="checkbox"/> Excessive postage   | <input type="checkbox"/> Misspelled words   |
| <input type="checkbox"/> Stains              | <input type="checkbox"/> Incorrect titles   |
| <input type="checkbox"/> Strange odour       | <input type="checkbox"/> Foreign postage    |
| <input type="checkbox"/> Strange sounds      | <input type="checkbox"/> Restrictive notes  |
| <input type="checkbox"/> Unexpected delivery |   |

## Do not:

- Use two-way radios or cell phones. Radio signals have the potential to detonate a bomb.
- Evacuate the building until the police have arrived and evaluated the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.