Form In The Event Of a Bomb Threat Call

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| If you receive a bomb threat: **!** | |
| * Listen. * Be calm and courteous. * Do not interrupt the caller. * Obtain as much information as possible. * Initiate call trace action (if available) while the call is ongoing.\* | * Using a pre-arranged signal, notify your supervisor/colleagues nearby while the call is still ongoing. **Your supervisor should contact the local police service.** * **Print and fill out this form.** Provide it to your Manager/Supervisor/Team Leader. |
| **\* Telephone Trace Number Dial-in: (obtain this information prior to a bomb threat)** | |

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| 🛈 Questions to ask:  **To the extent possible, try to keep the conversation with the caller:** | |
| 1. What time will the bomb explode? 2. Where is the bomb located? 3. What kind of bomb and what does it look like? | 1. Where are you calling from? 2. Why did you place the bomb? 3. What is your name? |

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| Details to be recorded:  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Date: |  | Time: |  | Duration of call: |  |  Exact wording of threat:  |  | | --- | |  |  Identifying characteristics of the caller:  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Sex:** | Male | | Female | | Not sure | |  | | | | | **Estimated age:** | Adult | | Juvenile | | Not sure | |  | | | | | **Accent:** | English | | French | | Other | |  | | | | | **Voice:** | Loud | | Soft | | Deep | | High-pitched | Raspy | Pleasant | Other | | **Speech:** | Fast | | Slow | | Distorted | | Stutter | Lisp | Nasal | Other | | **Diction:** | Excellent | | Good | | Poor | | Not sure |  | | | | **Manner:** | Calm | | Angry | | Vulgar | | Emotional | Rational | Irrational | Other | | **Background noise:** | Machines (Office/Factory) | | Street traffic | | Voices | | Music | Trains/airplanes | Animals | Other | | **Voice was familiar** (specify)**:** |  | | | | | | | | | | | **Caller was familiar with area/building** (specify)**:** |  | | | | | | | | | | | **Origin of the call:** | Local | Long distance | | Booth/pay phone | |  | | | | |  Remarks/additional information:  |  | | --- | |  | |

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| **Completed by:** |  | **Telephone:** |  | **Date:** |  |