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.
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| **\* 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:

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| Date: |  | Time: |  | Duration of call: |  |

Exact wording of threat:

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Identifying characteristics of the caller:

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| **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:** |  |