

APPENDIX F

Bomb Threat Reference Card

WHEN A BOMB THREAT IS RECEIVED Listen Remain Calm and Courteous Do not interrupt the caller Obtain as much information as possible	
Record Exact Wording of the threat: _____ _____ _____ _____ _____ _____ _____ _____	Time of Call: Received: _____ a.m. p.m. Ended: _____ a.m. p.m. # shown on call display? _____ <i>Let the caller end the call. NEVER hang up first.</i>
Any Identifying Characteristics: Male: ____ Female: ____ Estimated Age: ____ Voice: eg...soft, loud, accent, raspy?? _____ rapid/slow/excited speech?? _____ Diction: Lisp? Nasal? _____ Familiar Voice? _____ Who? _____ Emotional State of Caller: Eg...seems to be intoxicated; excited, angry, calm?? _____ Does the caller seem familiar with the area? _____ Are there background noises: eg...traffic, music, laughter? _____	
Questions to Ask: What time will the bomb explode? What kind of bomb is it? What does it look like? Where is the bomb? Where are you calling from? What is your name?	