

FORM 4110-50A BOMB THREAT PROCEDURE CHECKLIST
KEEP THIS FORM NEAR YOUR TELEPHONE TO RECORD DATA

Date:	Time:	Duration of Call:
<p><u>WHEN A BOMB THREAT IS RECEIVED:</u></p> <p>Listen</p> <p>Be Calm & Courteous</p> <p>Obtain as much information as possible.</p> <p>Initiate call trace action, if available; And</p> <p>Notify your responsible authority by pre-arranged signal while the caller is on the line.</p> <p>Complete this form and give it to your supervisor</p>		<p>QUESTIONS TO ASK:</p> <p>What time will the bomb explode?</p> <p>Where is it?</p> <p>What does it look like?</p> <p>Where are you calling from?</p> <p>Why did you place the bomb?</p>
<p>Telephone Trace Number :</p>		<p>Recorded Data:</p>
<p>Identifying Characteristics:</p> <p>Sex: ___ Male ___ Female ___ Unsure</p> <p>Accent: ___ English ___ French ___ Other</p> <p>Voice: ___ Loud ___ Soft ___ Other</p> <p>Speech: ___ Fast ___ Slow ___ Other</p> <p>Diction: ___ Good ___ Nasal ___ Lisp ___ Other</p> <p>Manner: ___ Emotional ___ Calm ___ Vulgar ___</p> <p>Other</p>		<p>Exact Working of Threat:</p>

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Background Noises:	Voice was familiar: Y/N _____ Caller was familiar with area: Y/N _____
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Threat Recipient's Particulars

Name:	Department:
Telephone:	
Person to Contact:	Telephone:

INCORPORATES

[4110-52 - - Emergency Preparedness - Bomb Threat Preparations](#)

[4110-22 - - Emergency Preparedness - Earthquake Preparations](#)