

## THREATS RECEIVED BY PHONE (PERSONAL OR BOMB THREATS)

If you receive a personal or bomb threat by telephone, please note the following and immediately call the security desk or local police:

1. Telephone number that the threat was received on: (\_\_\_\_\_) \_\_\_\_\_

2. Exact time of call: \_\_\_\_\_

3. Exact words of caller: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Ask the following:

- What is your name? \_\_\_\_\_
- Is there a telephone number where you can be contacted?  
(\_\_\_\_\_) \_\_\_\_\_
- What is your address? \_\_\_\_\_
- Where are you calling from? \_\_\_\_\_
- Why do you want to (whatever threat)? \_\_\_\_\_

Additional questions to ask if it is a bomb threat:

- When will the bomb explode? \_\_\_\_\_
- Where is the bomb? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_

5. Make special note of the following:

- Caller's voice (calm, excited, disguised, accent, etc.): \_\_\_\_\_
- Caller's sex: \_\_\_\_\_
- Caller's approximate age (determined by voice): \_\_\_\_\_
- Was the voice familiar to you? \_\_\_\_\_
- Have you received similar calls? \_\_\_\_\_
- Was there any background noise? \_\_\_\_\_
- Any reason that you think the threat was made (recent trial, sentencing, civil case, etc.):  
\_\_\_\_\_

6. Any other pertinent information about caller or content of call: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date