WHEN A BOMB THREAT OCCURS

1. Be calm and listen carefully.

2. Write down everything that is said.
   Get the exact wording of the threat.

3. Ask these questions:

   a. When is the bomb going to explode?_____
   b. When is it right now?_____
   c. What does it look like?_____
   d. What kind of bomb is it?_____
   e. What will cause it to explode?_____
   f. Did you place the bomb?_____
   g. Why?_____
   h. What is your address?_____
   I. What is your name? _____

4. Circle any identifying details about the person's voice.

a.	Male	n.	Laughed
b.	Female	o.	Cried
c.	Calm	p.	Slurred
d.	Angry	q.	Whispered
e.	Excited	r.	Nasal
f.	Young	s.	Lisped
g.	Middle-aged	t.	Raspy
h.	Old	u.	Ragged
I.	Slow	v.	Disguised
j.	Rapid	w.	Cleared throat
k.	Soft	x.	Breathed heavily
l.	Loud	y.	Voice cracked
m.	Low	z.	Familiar

   If the voice is familiar, whom does it sound like?_____
   Are there any other distinguishing characteristics?_____

5. Identify any background sounds:

a.	Street noises	j.	Office machinery
b.	House noises	k.	Factory machinery
c.	PA system	l.	Local call
d.	Music	m.	Long distance
e.	Animals	n.	Phone booth
f.	Clear	o.	Other
g.	Static		
h.	Voices		
I.	Motors		

6. Note the language they used.

a.	Well spoken (Educated)	f.	Incoherent
		g.	Threat Tape Recorded
b.	Improper grammar	h.	Threat read
c.	Slang	I.	Other
d.	Foul		
e.	Irrational		

7. Immediately notify your supervisor and the Capital Police, 242-0700.

DATE_____

TIME _____

NAME_____