

8.30 A: Bomb Threat Info Card

This must be posted at all staff only telephone locations.

- Listen carefully.
- Be calm and courteous; do not interrupt the caller.
- Obtain as much information as possible.
- Notify Principal while talking to caller if possible.
- If not, do ASAP.

THINGS TO NOTE:

Date?

Time?

How long did call last?

What was said? Be as precise as possible.

Take note of caller characteristics.

(male voice, female voice, accent, voice quality, speech speed, emotion level)

Any background noises?

Anything else you noticed?

Questions to ask:

What time will the bomb explode?

Where is the bomb located?

What does the bomb look like?

Where are you calling from?

Why did you plant the bomb?

What is your name?

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