



Bomb Threat Data Sheet

STEP 1: The Treat

The Phone Number the Call Came In On	
Date Call Received	
Time Call Received	
Phone Number Appearing on Caller ID	

What did the caller say (exactly what they said)?

STEP 2: Attempt to get more information (ask these questions)

1. Where is the bomb right now? *(If the caller refuses to answer, say "The building is occupied and that the detonation could result in death or serious injury to many innocent people.")*
2. When is the bomb going to explode?
3. What kind of bomb is it?
4. What will cause the bomb to explode?
5. Who planted the bomb?
6. Why was the bomb planted?

7. When was the bomb planted?
8. How did the person get the bomb into the building?
9. What is your address?
10. What is your name?

STEP 3: Notify Appropriate Personnel

The Campus Director is our Site Decision Maker. If this person is not available, contact Joe Linville, Dr. Pam Alderman, David Lord and your supervisor in that order.

STEP 4: Describe the Caller

Gender of the Caller: Male ☐ Female ☐ Unsure ☐

Approximate age of the caller: _____

Caller's voice was (circle all that apply):

Speed and Pitch	Emotion	Quality	Language
Hurried or Rapid	Distant	Stutter	Accent: ()
Moderately Paced	Excited	Lisp	Well-Spoken
Slow	Angry	Slurred	Foul
Hushed or Quiet	Sad	Whispered	Taped
Loud	Happy	Laughing or Giggling	Incoherent
Deep	Calm	Raspy	Message Read
High Pitched	Agitated	Nasal	Irrational
Squeaky	Matter Of Fact	Deep Breathing	Broken
Other:	Boastful	Crying	Drunk
	Sincere	Stressed	Other:
	Crazed	Whining	
	Other:	Clearing Throat	
		Cracking Voice	
		Other:	

Could you tell if the call was: Local ☐ Long-Distance ☐ Cell Phone ☐

Was the voice familiar? Y or N If yes, how or who? _____

Was the voice disguised? Y or N If yes, how? _____

STEP 5: Describe the Atmosphere

Did it sound like (circle): A cellular phone A land line phone

Background Sounds Heard on the Call (circle all that apply):

Street Noises	Trains
House Noises	Airplanes
Vehicle Noise	Party
Voices	Children
Animal Noises	Quiet
PA System	Static
Music	Other:
Motor	
Factory Machinery	
Office Machinery	

Could you make out anything said in the background? _____

STEP 6: Person Who Received the Call

Your Name: _____

Your Position: _____

Your Telephone Number: _____ Room Number: _____

Any other remarks about the call: _____
