

## **Bomb Threat Information Sheet**

### ***To be kept by Every Phone in the Church***

When a bomb threat comes in via the telephone, the receiver should follow these steps:

Be Calm, courteous and listen, do not interrupt the caller.

Keep the caller on the phone as long as possible and do not hang up.

Signal to someone near you to call 911 and alert the Senior Pastor's office.

Write down everything the caller says.

Date Received \_\_\_\_\_ Time Call Received \_\_\_\_\_ Time Call Ended \_\_\_\_\_

Ask these questions:

Where is the bomb located? \_\_\_\_\_

When will it explode? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What will make the bomb explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

Where are you? \_\_\_\_\_

What is your name? \_\_\_\_\_

Do you know that the bomb could cause injury or death?

### **Make an educated guess as to:**

#### **Callers Identity Characteristics – Circle all that apply**

Male or Female

Adult or Juvenile

Approx. Age \_\_\_\_\_

Caucasian

African American

Hispanic

Accent \_\_\_\_\_

#### **Voice Characteristics – Circle all that apply**

Loud

Soft

Fast

Stutter

High Pitch

Deep

Slow

Slurred

Pleasant

Raspy

Distorted

Intoxicated

Scared

Nasal

Other?

#### **Language – Circle all that apply**

Courteous

Foul

Calm

Angry

Laughing

Emotional

Coherent

Poor

Other \_\_\_\_\_

Identify any background noises.

Street Traffic

Sirens

Voices

Music

Party

Office Machines

Trucks, Buses

Train

Plane

Factory

Chimes

Church Bells

After call is over, write down any impressions of the call, caller. \_\_\_\_\_

Person who received the Call \_\_\_\_\_