

TAB AA-2-1
BOMB THREAT REPORT

I. SITUATION AND ASSUMPTIONS

- A. When a bomb threat is received all pertinent information must be recorded to facilitate a measured response and for evidentiary purposes.
- B. Anyone receiving the threat is responsible for recording and documenting the threat.

II. MISSION

To provide a form for the purpose of recording and documenting a bomb threat.

III. DIRECTION AND CONTROL

- A. All persons receiving a bomb threat shall use the following form to record and document the contact.
- B. Supervisory personnel shall be responsible for insuring that the form is used correctly and is completed accurately.

IV. CONCEPT OF OPERATIONS

The following form will be used for the purpose of recording and documenting the bomb threat immediately upon its receipt.

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INSTRUCTIONS: Remain calm, be courteous, listen, do not interrupt the caller, and notify supervisor/fellow worker immediately by prearranged signal **WHILE** the caller is on the line.

DATE: _____ **TIME CALL RECEIVED:** _____ **TIME CALL ENDED:** _____

EXACT WORDING OF PERSON MAKING THE CALL: _____

QUESTIONS TO ASK:

When is the bomb going to explode? _____

Where is the bomb now? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place the bomb? _____

TRY TO DETERMINE THE FOLLOWING: (CHECK AS APPROPRIATE)

Caller's Identity: Male Female Adult Juvenile Child (Age/years): _____

Voice: Loud Soft ^{High}Pitched Deep Raspy Pleasant Intoxicated
 Other (describe): _____

Accent: Local Regional (describe): _____ Foreign (country/region): _____

Speech: Fast Slow Distinct Distorted Stutter Nasal Lisp

Language: Excellent Good Fair Poor Foul

Other (describe): _____

Manner: Calm Angry Rational Irrational Coherent Incoherent Deliberate

Emotional Righteous Laughing Other (describe): _____

Background Noises: ^{Office}Machines Traffic ^{Factory}Machines Bedlam Quiet Trains Music

Animals Voices Airplanes Street Party

ADDITIONAL INFORMATION: _____

Actions to take immediately after the call: Notify Supervisory personnel as specified in written instructions. Talk to no one except as instructed by the supervisor.

RECEIVING PHONE NUMBER _____

PERSON RECEIVING CALL _____

