

Bomb Threat Report: Phone Procedures

POLICE LINE

*Most bomb threats are received by phone.
Bomb threats are serious until proven otherwise.
Act quickly, but remain calm and obtain information
with the checklist on the inside of this brochure.*

**Please keep this brochure
near your phone.**



181 Henlow Bay
Winnipeg | MB | R3Y 1M7

P: 204.488.1757
F: 204.489.1981

Bomb Threat Checklist:

RECORDED DATA:

Phone Number (call display #)		
<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Centrex
Date: _____ (month/day/year)	Time: _____ (hr.) _____ (min.) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Duration of the call: _____ (min.)

EXACT WORDING of the THREAT:

QUESTIONS to ASK:

Where is the bomb located? _____

When will it go off? _____

What does it look like? _____

What kind of bomb is it? _____

What will make it explode? _____

Who placed the bomb? _____

Where are you calling from? _____

What is your name? _____

INFORMATION ABOUT the CALLER:

Check all that apply.

Sex: male female Estimated age: _____

Is the voice familiar? If so, who does it sound like? _____

Accent: English French Other: _____

Other Points: _____

CALLERS VOICE:

- Loud
- Soft
- Distinct
- Slurred
- Rapid
- Angry
- Throaty
- Disguised
- Stutter
- Fast
- Slow
- Rapid
- Calm
- Nasal
- Lisp
- Emotional

BACKGROUND SOUNDS:

- Street noises
- Voices
- P.A. system
- Music
- House noises
- Motor noises
- Children
- Factory
- Office
- Animal(s)
- Clear
- Static

THREAT LANGUAGE:

- Message read
- Tapped
- Irrational
- Vulgar
- Well-spoken
- Incoherent

Other information: _____

THREAT RECIPIENT'S PARTICULARS:

Name: _____ Phone: _____
 School: _____ Department: _____

COMPLETED by ADMINISTRATOR:

- Explosion
- Device - not found
- Evacuation
- Police responded
- Sniffer dog
- No explosion
- Hoax call
- No evacuation
- No police
- No sniffer dog

Search conducted by: _____
 No search conducted
 Caller identified: _____
 Caller not identified
 Action taken: _____

Administrator Signature	Date

Bomb Threat Call Procedures:

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the **Bomb Threat Checklist** immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact WFPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 911.
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call 911.
- Do not delete the message.

Signs of a suspicious package:

- | | |
|--|---|
| <input type="checkbox"/> No return address | <input type="checkbox"/> Poorly handwritten |
| <input type="checkbox"/> Excessive postage | <input type="checkbox"/> Misspelled words |
| <input type="checkbox"/> Stains | <input type="checkbox"/> Incorrect titles |
| <input type="checkbox"/> Strange odour | <input type="checkbox"/> Foreign postage |
| <input type="checkbox"/> Strange sounds | <input type="checkbox"/> Restrictive notes |
| <input type="checkbox"/> Unexpected delivery | |

Do not:

- Use two-way radios or cell phones. Radio signals have the potential to detonate a bomb.
- Evacuate the building until the police have arrived and evaluated the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.