

**ABAC Police - Department of Public Safety**

**Bomb Threat Report Form**

*(It is recommended that a copy of this form be kept readily available to telephone operators and to all those who commonly receive large volumes of incoming telephone calls.)*

**THREATENING PHONE CALL:**

Time call received: \_\_\_\_\_ Date: \_\_\_\_\_ Campus: \_\_\_\_\_

Person Receiving Call: \_\_\_\_\_ Dept: \_\_\_\_\_

Telephone number call was received on: \_\_\_\_\_

Exact words of person making the call:

**QUESTIONS TO ASK:**

*(Any person receiving a phone call bomb threat should keep talking to the caller as long possible and attempt to ask the caller the following questions.)*

When is the bomb going to explode?

Where is the bomb right now?

What kind of bomb is it?

What does it look like?

Why did you place the bomb?

What is your name?

Are you a student?

**CALL OBSERVATIONS:**

Was caller's voice male or female?

Approximate age of caller?

Speech pattern, tone or accent of caller?

Emotional state of caller?

Background noise heard during call?

*Report the incident immediately to ABAC Police 391-5060 (Department of Public Safety).  
The Senior Supervisor on-duty will notify the Emergency Director and the Emergency Coordinator.*