



**BOMB THREAT REPORT FORM**

**INSTRUCTIONS:** This form is to be filled out when talking to the person reporting a bomb threat. Be calm, be courteous, listen, do not interrupt the caller. Notify your supervisor while the caller is on the line.

Date\_\_\_\_\_ Time\_\_\_\_\_

Exact Words of Person Placing Call(s)\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Questions to Ask:**

When is the bomb going explode\_\_\_\_\_

Where is the bomb right now \_\_\_\_\_

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

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

Why did you place the bomb \_\_\_\_\_

**Try to Determine (circle appropriate description):**

Caller's Identity: Male Female Adult Juvenile Age\_\_\_\_\_

Voice: Loud Soft High Pitch Deep Raspy Pleasant Intoxicated  
Other\_\_\_\_\_

Accent: Local Not Local Foreign Region\_\_\_\_\_

Speech: Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp

Language: Excellent Good Fair Poor Foul Other\_\_\_\_\_

Manner: Calm Angry Rational Irrational Coherent Incoherent Deliberate

Background Noise: Office Machines Factory Machines Trains Animals Music Quiet  
Voices Airplanes Street Traffic Party Atmosphere

**Additional Information:**\_\_\_\_\_

**ACTION:**

Call Police at 911

Notify your supervisor as instructed.

Report to Management Office at (212) 966-3777.