



**Ohio – Kentucky – Indiana
Greater Cincinnati**
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Responding to Bomb Threats - Telephone Procedures

Most bomb threats are made by telephone to places of employment. When you are prepared for such a call, you can respond in a calm manner, ask for specific information about the bomb and listen for some identifying characteristics of the caller. While on the telephone, you may be able to initiate a trace of the telephone number of the caller, providing vital information about the caller's whereabouts.

The following guide will help you record the details of a bomb threat made by telephone.

When a bomb threat is received:

1	Listen.
2	Be calm and courteous.
3	Do not interrupt the caller.
4	Obtain as much information as possible.
5	Initiate call trace action (if available) while the call is ongoing.
6	Using a pre-arranged signal, notify your supervisor while the call is still ongoing. Your supervisor should contact the local police.
7	Complete the form provided below and give it to your supervisor.

FORM:

Call trace (obtain this information prior to a bomb threat):

Steps to take:
Call trace number to dial:

Details of the bomb threat to be recorded:

Date:
Time (include a.m. or p.m.):
Duration of call:
Exact wording of threat:

Questions to ask:

What time will the bomb explode?
Where is it?
What does it look like?
Where are you calling from?
Why did you place the bomb?
What is your name?

Identifying characteristics of the caller:

Sex:	Male	Female	Not sure	
Estimated age (specify):				
Accent:	English	Spanish	Other	
Voice:	Loud	Soft	Other	
Speech:	Fast	Slow	Other	
Diction:	Good	Nasal	Lisp	Other
Manner:	Emotional	Calm	Vulgar	Other
Background noise: (specify)				
Voice was familiar: (specify)				
Caller was familiar with the area: (specify)				