ATTACHMENT X
BOMB THREAT PROCEDURES FORM

INSTRUCTIONS: BE CALM AND COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER. IF POSSIBLE, GET ANOTHER PERSON TO LISTEN IN.

Date: _______________________  Time: ____________

Exact Words of Caller: ___________________________________

QUESTIONS TO ASK:

1. When is the bomb going to explode? ________________
2. Where is the bomb right now? ______________________
3. What kind of bomb is it? __________________________
4. What does it look like? ____________________________
5. Why did you place the bomb? ______________________
6. From where are you calling? _______________________

TRY TO DETERMINE THE FOLLOWING (CIRCLE OR RECORD AS APPROPRIATE):

1. **Caller’s Identity**: Male, female, adult, juvenile, age (in years)_________________________________________
2. **Voice**: Loud, soft, high pitch, deep, raspy, pleasant, intoxicated, other____________________________________
3. **Accent**: Local, not local, foreign, regional accent______
4. **Speech**: Fast, slow, distant, distorted, stutter, nasal, slurred, lisp____________________________________
5. **Language**: Excellent, good, fair, poor, foul___________
6. **Manner**: Calm, angry, rational, irrational, coherent, incoherent, deliberate, emotional, righteous, comical, intoxicated________________________________
7. **Background Noises**: Office machines, factory machines, confusion, trains, animals, music, quiet, voices, airplanes, street traffic, party atmosphere_____________
8. **Time Caller Hung Up**: ____________________________

ADDITIONAL INFORMATION: _____________________________________________________________

ACTION TO TAKE IMMEDIATELY AFTER CALL:
- Dial *69 to get the number of the caller.
- Notify Jacksonville Police Department at 911.
- Request instructions. Notify your supervisor and the management at 666-7656 or 660-4508

RECEIVING TELEPHONE NO.______________________________

PERSON RECEIVING CALL______________________________

BUILDING ADDRESS__________________________________

SUITE ________________