

**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 _____