

Bomb Threat Record Form

Date of Threat: _____ Time: _____ AM PM

EXACT WORDING OF THREAT:

PHONE CALL (MAKE NOTE OF ALL CALL-RELATED DETAILS)

Telephone # _____ Obtained through: Call Display *57

Gender of Caller: M F Unknown Estimated age: _____

Accent (e.g. English, French) _____ Voice (loud, soft) _____

Speech (fast, slow) _____ Diction (good, nasal, lisp) _____

Manner (calm, emotional, vulgar) _____ Familiar voice? (Specify) _____

Call received by: _____ / _____

Name (Please Print) Position

NOTE

Where exactly was the note found? _____

What kind of note? PAPER MESSAGE ON WALL OTHER Note attached: YES NO

Other details: _____

Note received by: _____ / _____

Name (Please Print) Position

EMAIL

Email address which received threat: _____

Can you identify who sent the email? _____

Email saved: YES NO Email attached: YES NO

Email received by: _____ / _____

Name (Please Print) Position

Signature: _____ Date: _____

PLEASE SUBMIT THIS FORM TO THE SCHOOL ADMINISTRATOR AS SOON AS POSSIBLE