

(School District/ISD)

BOMB THREATS BY TELEPHONE

The following guidelines may be helpful when a telephone caller announces a bomb threat.

- A. Be alert to any of the following background sounds that may give a clue to the location of the caller:
Radio playing, voices, sirens, construction noise, TV, whistles, traffic noise, bells.

- B. Ask the caller:
Where is the bomb located?
What time is it to go off?
What kind of a bomb is it?
What is your name?
Where are you calling from?

- C. Make a note about speech characteristics such as:
Male, female, low tone, high pitch, stutter or stammer, regional or foreign accent.

- D. Note impressions such as:
Does the voice sound familiar?
Does the caller sound sincere?
Does the caller seem familiar with the school?

- E. Write down **exactly** what the caller says; ask him/her to repeat the message.

- F. Try to signal someone about the nature of the conversation while you keep the caller on the line.