

# Bomb Threat Incident Report

Use this checklist to create a customized reporting form

Remember the four incident priorities:

- Life safety issues
- Incident stabilization
- Conservation of property and physical evidence
- Environmental concerns

## Incident Information

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Recorded by \_\_\_\_\_

Means of threat **PHONED**—**WRITTEN**—**FACE-TO-FACE**—**SUSPICIOUS PACKAGE**

## Phoned Threat

Phone number shown on caller ID \_\_\_\_\_

Exact words of threat \_\_\_\_\_

### Critical questions for caller

**When** is the bomb going to explode? \_\_\_\_\_

**Where** is the bomb? \_\_\_\_\_

**What** does it look like? \_\_\_\_\_

What **kind of bomb** is it? \_\_\_\_\_

What will **cause it to explode**? \_\_\_\_\_

Did **you place** the bomb? **Y—N** **Who** did? \_\_\_\_\_

**Where** are you calling from? \_\_\_\_\_

What is **your address**? \_\_\_\_\_

### Caller's voice (circle)

Calm Slow Crying Slurred Accent \_\_\_\_\_

Stutter Deep Loud Broken

Giggling Nasal Angry Rapid

Stressed Sincere Squeaky Excited

Disguised Normal

Is the voice familiar? **Y—N** **Who** does it sound like? \_\_\_\_\_

Describe background noises \_\_\_\_\_

## Written Threat

**Describe** \_\_\_\_\_

**Where** found \_\_\_\_\_

**Unusual markings** \_\_\_\_\_

**Documentation** and chain of custody trail \_\_\_\_\_

## Face-to-face Threat

**Who** made the threat? \_\_\_\_\_

**Exact words** \_\_\_\_\_

**To whom** was the threat directed? \_\_\_\_\_

**Documentation** and chain of custody trail \_\_\_\_\_

## Suspicious Package

**Describe** \_\_\_\_\_

**Where** found \_\_\_\_\_

**Unusual markings** \_\_\_\_\_

**Documentation** and chain of custody trail \_\_\_\_\_