

EX 3516.2 Bomb Threats

CHECK LIST IF YOU RECEIVE A BOMB THREAT

Bomb threats will be referred immediately to the principals/immediate supervisor in order that appropriate action may be taken. The person receiving the call should not hang up the receiver as the call may be traceable later by the police.

Employee receiving the call should complete the following checklist:

Time and date reported: _____ How reported: ☐ Phone ☐ Letter ☐ Other _____

Please describe words used by the 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. Do you know who placed the bomb? _____
Why? _____
6. Where are you calling from? _____
7. Anyone else involved? _____
8. Name and address of person making the bomb threat: (Name) _____
(Address) _____

DESCRIPTION OF CALLER'S VOICE:

☐ MALE ☐ FEMALE ☐ YOUNG ☐ MIDDLE AGED ☐ ELDERLY

Accent _____ Tone of voice: _____ Background noise _____

Other voice characteristics: _____

Is the voice familiar? _____ If yes, who did it sound like? _____

Mental state: _____

Time caller hung up: _____ Remarks: _____

Board Approved:

April 15, 2004

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