

ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION C: STUDENTS

APPENDIX 2

BOMB THREAT INTAKE CHECK LIST

Upon receiving a phone call regarding a bomb threat, initiate the pre-arranged signal to co-workers and/or supervisor(s)

Record the following:

Exact Wording of the Threat:

Call Display Phone Number: _____

Questions to ask:

What time will the bomb explode? _____

Where is the bomb? _____

What does it look like? _____

Where are you calling from? _____

What is your name? _____

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Identifying Characteristics:

Sex: Male Female Unknown

Age: Child Teen Young Adult Middle Age Elderly
Unknown

Accent: _____

Voice: Loud Soft Other _____

Speech: Fast Slow Other _____

Diction: Good Nasal Lisp Other _____

Manner: Emotional Calm Vulgar Other _____

Voice was familiar. Y/N Explain: _____

Caller is familiar with the area. _____

Explain _____

Background Noise _____

Time of Call _____ and date of the call _____

Line Bomb threat called in on _____

- ✓ Notify Principal (if not already notified through signal)
- ✓ Lock-in the phone number of the received call (**Ensure line is disconnected and PRESS*57 (OR 8*57 if your phone system requires you to press 8 for an outside line)**
A recorded voice message will come on the line saying: *"The number has been traced"*.
- ✓ Have Principal or designate contact the police and let them know that you had the call traced. The phone company will only release the phone trace information to police.

Miscellaneous Notes:
