**Circle items that apply as you listen:**

 *Identify*: Male Female Adult Juvenile

*Voice*: Loud Soft Normal

Intoxicated Other

*Speech*: Fast Medium Slow

Slurred Foul

 *Diction*: Excellent Good Fair Slow

 *Accent*: Describe

 *Manner*: Calm Angry Rational Irrational
 Street

*Background Noises*: Office Voices Music

Bar Cafeteria Factory Traffic

Other

**Ask:** *Exact location of bomb?* Inside? Outside? Which Floor?

 *Time set to explode?* What kind of bomb? What does it look like?

 Legitimate caller usually wants to avoid injuries or deaths. Request as much information as possible by expressing a desire to save lives. Notify the Management office or the concierge/security guard.

 Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Suite # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Person Receiving Call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information:**

 Did caller indicate knowledge of the building? If so, how?

 What line did call come in on?

 Is this a listed or unlisted number?

 Is this a night number? If so, whose?