**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?