

# THREAT INCIDENT REPORT FORM

## ALL THREATS - INCIDENT INFORMATION

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

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

Means of threat: **PHONE** **WRITTEN** **FACE-TO-FACE** **SUSPICIOUS PACKAGE**

Students involved \_\_\_\_\_ Staff involved \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PHONE THREAT

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

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

\_\_\_\_\_

### Critical questions for caller

**Where** is the bomb, chemical or other hazard? \_\_\_\_\_

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

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

**When** is it going to explode or be activated? \_\_\_\_\_

What will **cause it to explode or be activated**? \_\_\_\_\_

Did **you place** the bomb or hazard? **YES** **NO**

**Who** did? \_\_\_\_\_

**Why** did you place the bomb or hazard? \_\_\_\_\_

**What** is your name? \_\_\_\_\_

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

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

### Caller's voice (circle all that apply)

Calm	Stressed	Deep	Crying	Squeaky	Incoherent	Normal
Stutter	Disguised	Nasal	Loud	Raspy	Broken	Young
Giggling	Slow	Lisp	Soft	Slurred	Rapid	Middle Aged
Laughter	Distinct	Sincere	Angry	Drunken	Excited	Old

Accent: \_\_\_\_\_

Is the voice familiar? **YES** **NO** Who does it sound like? \_\_\_\_\_

### Background noises (circle all that apply)

Voices	Airplanes	Street noises	Vehicles	Music
Clear	Static	Animals	Trains	Factory Machines
Horns	House noises	Party	Quiet	Other: _____
Motor	Phone Booth	PA System	Bells	

**WRITTEN THREAT**

Describe\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where found?\_\_\_\_\_

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

Documentation and reporting trail\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FACE-TO-FACE THREAT**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

Documentation and reporting trail\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUSPICIOUS PACKAGE**

Describe\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where found?\_\_\_\_\_

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

Documentation and reporting trail\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_