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

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________