

# **BOMB THREAT CONTACT SHEET**

COMPLETE AS FULLY AS POSSIBLE – REMAIN CALM – KEEP THE PERSON TALKING – WRITE DOWN ALL INFORMATION – HAVE ANOTHER STAFF MEMBER LISTEN IN SILENTLY, IF POSSIBLE

TIME CALL RECEIVED \_\_\_\_\_

TIME CALL TERMINATED \_\_\_\_\_

## **QUESTIONS TO ASK:**

1. When is bomb going \_\_\_\_\_