

### 302A BOMB THREAT RECORD FORM

Date of Threat: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM  
Month Day Year

**EXACT WORDING OF THREAT:**

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**PHONE CALL** (MAKE NOTE OF ALL CALL-RELATED DETAILS)

Telephone # \_\_\_\_\_ Obtained through:  Call display  \*57  
 Gender of caller:  M  F  Unknown Estimated Age: \_\_\_\_\_

Accent (e.g. English, French) \_\_\_\_\_ Voice (loud, soft) \_\_\_\_\_  
 Speech (fast, slow) \_\_\_\_\_ Diction (good, nasal, lisp) \_\_\_\_\_

Manner (calm, emotional, vulgar) \_\_\_\_\_ Familiar voice? (specify) \_\_\_\_\_  
 Background noise: \_\_\_\_\_

Call received by: \_\_\_\_\_ / \_\_\_\_\_  
Name (Please Print) Position

**NOTE**

Where exactly was the note found? \_\_\_\_\_  
 What kind of note?  PAPER  MESSAGE ON WALL  OTHER Note attached  YES  NO  
 Other details: \_\_\_\_\_

Note found by: \_\_\_\_\_ / \_\_\_\_\_  
Name (Please Print) Position

**EMAIL**

Email address which received threat: \_\_\_\_\_  
 Can you identify who sent the email? \_\_\_\_\_  
 Email Saved  YES  NO Email attached  YES  NO

Email received by: \_\_\_\_\_ / \_\_\_\_\_  
Name (Please Print) Position

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE SUBMIT THIS FORM TO THE SCHOOL ADMINISTRATOR AS SOON AS POSSIBLE