BOMB THREAT RESPONSE REPORT

School Name: _____

Site Decision Maker: _____

Date of Incident: _____ ***Time of Incident:*** _____

Type of Threat (check):

_____ Phoned

_____ Written Note

_____ Written Other

_____ E-mailed

_____ Verbal, in person

_____ Verbal, overheard

_____ Rumor

_____ Other (Describe: _____)

_____ Copy attached of the Phoned Threat Data Sheet, e-mail, note, statement of person who heard verbal threat, and any other threat documentation.

Police were contacted by: _____

Police personnel who took the call was: _____

Summary of Threat Assessment:

_____

_____

_____

_____

_____

Published in "Bomb Threat Response: An Interactive Planning Tool for Schools" by the Bureau of Alcohol, Tobacco and Firearms, United States Department of the Treasury and the Safe and Drug-Free Schools Program, United States Department of Education.

THREAT RESPONSE

What action was taken?

_____ ***Search. Details of search and results:***

_____ ***Evacuation. Details of evacuation and results:***

_____ ***Other. Details:***

Was any device found? If so, what action was taken?

_____

_____

_____

_____

What, if any, notable circumstances were present (i.e., day of midterms, day of football game with rival school)

_____

_____

_____

_____

What investigative steps were taken and what was the result?

_____

_____

_____

_____

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