

Record of Threatening Telephone Call

This is a general form. For Bomb Threat calls use the Bomb Threat Checklist (on UTAS Emergency Management website http://www.utas.edu.au/ams/emergency_management/index.html).

At the end of the call

- **DO NOT hang up or cancel the line**
- Immediately contact Security (**7600/3336**) who will report the incident and the open line to Police and report giving its number.

Call taken by:	Location:	Extension No:	Date:	Time:

Details	
What did the caller say, threaten or demand – use his/her exact language as far as possible	
Did the caller say he/she would call again	YES NO
If so, when	
About how long was the call?	
About how old was the caller?	
Male / Female?	
Were there any speech characteristics or an accent noted? If so, what were they?	
Were there any identifiable background noises? If so, can you describe them?	
Did the caller appear ...	Calm? Excited? Intoxicated? Angry? Rational? Irrational? Other:

Person notified:		Ext No:		Date:		Time:	
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