

# Bomb Threat Form



## **BENEFITS**

Emergencies in the workplace can take many forms, including criminal acts such as terrorist attacks and bombings. Your company must be prepared for dealing with *all* of kinds of emergencies. And workers must be properly trained on their roles in an emergency.

## **HOW TO USE THE TOOL**

This form can help you gather key information about a bomb threat called into your workplace, including information about the nature of the threat, where the caller may be calling from and the caller himself. In addition, using the form may help keep the employee who takes the call calm while on the phone with the caller. You should train all employees on how to use the form and how to handle bomb threats. You should provide copies of the form to all employees who regularly answer the phone, such as receptionists. You should also ensure that copies of it are available near every phone in the workplace.