BOMB THREAT CONTACT SHEET

 $\begin{array}{c} \text{COMPLETE AS FULLY AS POSSIBLE} - \text{REMAIN CALM} - \text{KEEP THE PERSON TALKING} - \text{WRITE DOWN ALL INFORMATION} - \text{HAVE} \\ \text{ANOTHER STAFF MEMBER LISTEN IN SILENTLY, IF POSSIBLE} \end{array}$

	TIME CALL RECEIVED
	TIME CALL TERMINATED
QUESTIONS TO ASK:	
When is bomb going	_

1.