



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council



Briogáid Dóiteáin Bhaile Átha Cliath
Dublin Fire Brigade

Fire Safety Register

GUIDANCE DOCUMENT ONLY

FURTHER INFORMATION MAY BE REQUIRED DEPENDING ON THE ACTIVE & PASSIVE FIRE PROTECTION IN THE BUILDING, MATERIALS STORED IN THE BUILDING, AND PROFILE OF BUILDING USER

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Fire Safety Register

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1.0 INTRODUCTION

Under the Safety, Health and Welfare at Work Act 2005 there is a general requirement to provide a safe place of work and safe systems of work. There is an additional provision in relation to fire safety in the workplace to ensure the Safety, Health and Welfare of all persons employed.

Regulations 13 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 requires employers to provide fire detection and fire fighting facilities in the workplace.

The Fire Services Act 1981 and 2003 provides for additional responsibilities in relation to fire safety.

Section 18(2)

“It shall be the duty of every person having control over premises to which this section applies to –

- (a) take all reasonable measures to guard against the outbreak of fire on such premises,*
- (b) provide reasonable fire safety measures for such premises and prepare and provide appropriate fire safety procedures for ensuring the safety of persons on such premises,*
- (c) ensure that the fire safety measures and procedures referred to in paragraph (b) are applied at all times, and*
- (d) ensure, as far as is reasonably practicable, the safety of persons on the premises in the event of an outbreak of fire whether such outbreak has occurred or not.”*

Section 18(3)

“It shall be the duty of every person, being on premises to which this section applies, to conduct himself in such a way as to ensure that as far as is reasonably practicable any person on the premises is not exposed to danger from fire as a consequence of any act or omission of his.

In order to comply with the provisions of the above acts, it is necessary to designate a responsible person as Fire Safety Manager for implementing and overseeing fire safety on the premises. A responsible person should also be appointed as Deputy Fire Safety Manager.

The keeping of fire safety records is an important element of the proper fire safety management of a premises. This Fire Safety Register has been produced to assist in the keeping of records for specific items. It may also be necessary to keep records and certificates for other items such as furnishings, bedding, electrical installations, and gas installations as appropriate to the particular premises.

Fire Safety Register

2.0 PREMISES TO WHICH THIS FIRE SAFETY REGISTER BELONGS

Name of Premises:

.....

Address:

.....

.....

.....

.....

Telephone Number:

.....

Name of Owner/Hirer/Lessee:

.....

.....

.....

.....

Telephone Number:

.....

.....

Type of Business:

.....

Fire Safety Manager:

.....

Deputy Fire Safety Manager:

.....

Assembly Points:

.....

Fire Safety Register

3.0 FIRE SAFETY MANAGER AND DEPUTY FIRE SAFETY MANAGER

Recorded below are the members of staff who perform the task of Fire Safety Manager and Deputy Fire Safety Manager.

Fire Safety Manager	Deputy Fire Safety Manager

3.1 Guidance for Completing this Fire Safety Register

1. This Fire Safety Register should be kept in a safe place on the premises at all times and should be available for inspection by any Authorised Officer of the Fire Authority.
2. This Fire Safety Register generally has sufficient pages to allow for records over a number of years. Additional photocopies of unused pages should be added as required.
3. Managers should take careful note of the intervals at which drills, inspections, tests or inventory/location checks are to be carried out. These are summarised in the table below:

	Fire and Evacuation Drills	Means of Escape	Fire Doors	Fire Detection and Alarm System	Emergency Lighting System	Fire Extinguishers and Fire Blankets	Hose Reels and Fire Hydrants*
Daily		•	•	•			
Weekly				•	•		
Monthly						•	•
3 Monthly				•	•		
6 Monthly			•				
Annually	•			•	•	•	•

*A flow and pressure test of fire hydrants should be undertaken every five years and details filed in the Fire Safety Register.

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4.0 FIRE WARDENS AND DEPUTY FIRE WARDENS

Recorded below are the members of staff who perform the task of Fire Warden and Deputy Fire Warden. Fire Wardens and Deputy Fire Wardens have received appropriate fire safety training.

Location	Fire Warden(s)	Deputy Fire Warden(s)

Fire Wardens may have a number of responsibilities including the evacuation of persons from their designated area of the building to the assembly point.

When their area has been evacuated they should proceed to the assembly point and make a verbal report to the Assembly Point Controller that their area is clear. They should not delay for any reason in the evacuation of themselves or others.

Fire Wardens should remember the following points on activation of the fire alarm:

- Remain calm
- Evacuate your designated area, directing persons towards the exit.
- Check any rooms, toilets etc. if they are in your area for visitors or contractors.
- Close all doors behind you as you leave, in particular fire doors.
- When you reach the exit do a final check of the area for anyone you may have missed, and report to your assembly point.
- Proceed to the assembly point and report the completion of the evacuation of your area to the Assembly Point Controller.
- Do not re-enter the building until the 'All Clear' has been given by the Assembly Point Controller.

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5.0 TRAINING

Staff to whom specific duties have been assigned should be given appropriate training and particulars of such training should be entered in the Fire Safety Register and recorded on the Training Record Form. See page over.

Matters in relation to training should be brought to the attention of the Fire Safety Manager.

Training and/or instruction should include the following:

- Fire prevention measures
- Evacuation of occupants
- Emergency procedures and fire and evacuation drills
- Arrangements for ensuring that escape routes and exit doors are unobstructed and available for use
- Ensuring that any areas with secured access, etc. have been checked
- Arrangements for the provision of assistance to the fire brigade
- Fire control techniques including:
 - The use of fire extinguishers, fire blankets and hose reels (where installed)
 - Closing doors to inhibit fire spread
 - Shutting off electricity, fuel supplies and ventilation systems as appropriate
- A knowledge of the layout of the building including escape routes
- The location of alarm call points
- The location of the alarm panel
- The location of fire fighting equipment
- The location of assembly points

Fire Safety Register

6.0 FIRE AND EVACUATION DRILLS

Regular fire and evacuation drills which simulate emergency procedures should be planned and organised in the following manner:

1. Emergency procedures that are appropriate to the premises should be established. See Appendix A for Evacuation Procedures.
2. Fire and evacuation drills should be held at varying times of day and night simulating conditions in which one or more of the escape routes are obstructed by smoke.
3. Notice of fire and evacuation drills may be given beforehand to staff. See Appendix B for a Sample Notice for a Scheduled Fire and Evacuation Drill.
4. All permanent and temporary staff, out of hours staff, staff requiring assistance, staff involved in shift work, contractors and visitors should be involved in fire and evacuation drills.

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in this section takes priority over the safety of staff, visitors or contractors.

The specific actions that staff should be trained to take when a fire breaks out or when there is an alarm are as follows:

6.1 If You Discover a Fire

- Sound the alarm by operating the nearest "Break Glass Unit".
- Contain the fire if it is safe to do so with the equipment provided.
- Dial 999/112 (or send someone to do this) and inform the fire brigade of the address of the premises and the exact location of the fire.
- Report to the Fire Safety Manager/Deputy Fire Safety Manager, Fire Warden or Officer in Charge and proceed to the assembly point. All other staff, contractors and visitors to leave the premises by the nearest available exit and proceed to the assembly point.
- Do not rush. Do not use the lift. Do not re-enter until the all clear has been given.

6.2 On Hearing the Fire Alarm

- Leave the premises immediately by the nearest available exit and proceed to the assembly point.
- Do not rush. Do not use the lift. Do not re-enter until the all clear has been given.

Those participating in the fire and evacuation drills should be encouraged to apply the procedures efficiently and promptly.

Note:

Each fire and evacuation drill should be reviewed afterwards and the procedures modified if necessary. These modified procedures should be notified to all staff.

Fire Safety Register

6.3 Calling the Fire Brigade

The person discovering the fire should make their way to ground floor level and report the fire to the Fire Warden who will in turn notify the fire brigade.

The person discovering the fire may also dial 999/112 (or send someone to do this) and inform the fire brigade of the address of the premises and the exact location of the fire, if possible.

Note:

Generally, it will not be necessary to actually call the fire brigade during a fire drill or other exercise.

6.4 Assembly Points

All staff contractors and visitors to assemble at:

Note:

- Visitors will be the responsibility of their host who must advise them of the emergency procedures as appropriate.
- Contractors must be advised of the emergency procedures by the Building Maintenance Manager before commencing work on the premises.

6.5 Evacuation for Staff Working out of Hours

Regular fire and evacuation drills which simulate emergency procedures should be planned and organised in the following manner:

1. Emergency procedures that are appropriate to the premises should be established. See Appendix A for Evacuation Procedures.
2. Fire and evacuation drills should be carried out at regular intervals outside of business opening hours and simulating conditions in which one or more escape routes are obstructed by smoke.
3. Notice of fire and evacuation drills may be given beforehand to staff. See Appendix B for a Sample Notice for a Scheduled Fire and Evacuation Drill.

6.6 Evacuation for People Requiring Assistance

Every effort should be made to identify any people who might have difficulty in evacuating and/or might need assistance to make their way to a place of safety. Appropriate procedures should be put in place in the event of a fire. If there is a need to make specific arrangements, especially in existing buildings, then consultation with the individual(s) should take place at the earliest opportunity. Such occupants might include:

- Mobility-impaired people
- Sensory-impaired people

6.6.1 Use of refuges

During an evacuation some mobility-impaired people will temporarily rest in refuges while waiting for assistance to move from the refuge to a final exit. In this event there are essential communication issues that those members of the building management who are organising the evacuation of the building need to address.

Building management members should find out:

- a. How many mobility-impaired people there are
- b. The refuge or refuges in which they are located

In addition any person using a refuge should be kept informed of the situation and told about the action that building management is taking in order to effect their safe evacuation.

To address these issues there has to be a system of two-way communication between those temporarily waiting in each refuge, and building management members who are organising the evacuation of the building.

6.6.2 Evacuation using stairways

Some people may need physical assistance to reach a final exit.

Visually impaired people can best be guided on level surfaces by allowing them to take a trained helper's arm and follow the helper. On stairways the helper should descend first and the visually impaired person follow with a hand on the helper's shoulder. If a guide dog accompanies a visually impaired person, the person should be asked how best the animal can be helped.

Some guide dogs follow on their owner's command but generally, if a helper is leading a visually impaired person, the guide dog should be held by the leash, rather than the harness. Whilst many disabled people are able to descend (or ascend) a stairway, possibly with assistance, others might need to be carried.

Where wheelchair users need to be carried, it is generally preferable for them to be carried in their own chair, but evacuation chairs are an option. The method of evacuation should be discussed with the individuals concerned and incorporated into their Personal Emergency Evacuation Plan (PEEP) (see below).

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Management should ensure that staff designated to help disabled people in the event of fire are fully trained in the techniques of helping to evacuate them.

6.6.3 Use of Personal Emergency Evacuation Plans (PEEPs)

Personal Emergency Evacuation Plans (PEEPs) are recommended for people requiring assistance during evacuation to leave the building. PEEPs are written by management in conjunction with the individuals concerned and are based on knowledge of the structural provisions within the building. They explain the method of escape to be used in each area of the building on a case-by-case basis, and when agreed are kept by the relevant parties. Where a building has many visitors, some of whom might be disabled, an acceptable option would be to provide standard plans that are available on request.

Through the recording of PEEPs, the management team should be made aware of the amount of staff support required for each evacuation.

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6.7 Fire and Evacuation Record Form

This form should be completed for a real emergency or scheduled fire and evacuation drill.

Date:

Date	Month	Year

Time: _____

Please tick accordingly: Real emergency Fire and evacuation drill

Person responsible for drill (PRINT NAME): _____

Number of staff evacuated: _____

Number of contractors and visitors evacuated: _____

Optimum evacuation time: _____

Actual evacuation time: _____

Time to completion of roll call: _____

Assessment of drill:

Remedial action necessary:

Fire Safety Manager's comments:

Signature: _____

Date: _____

7.0 FIRE INSTRUCTION NOTICES

Occupants and visitors should be made aware of the safety procedures that apply in the event of fire or other emergency. This should take the form of emergency evacuation instruction notices.

An emergency evacuation instruction notice is a printed list of instructions on the actions to be taken when a fire or other emergency occurs. The notice is divided into two parts depending on whether a person discovers a fire or hears a warning of fire. All places of work should have emergency evacuation instruction notices appropriate to the premises displayed in prominent locations.

See Appendix A for the emergency evacuation notice.

8.0 INSPECTION OF MEANS OF ESCAPE

Inspection of means of escape should be carried out on a daily basis and include the following:

- Escape routes directly outside as well as inside the premises should be kept unobstructed and immediately available for use.
- Escape routes should be clearly indicated and adequately illuminated.
- Fire resisting doors, smoke stop doors, exit doors, self-closing devices, panic bolts and crash bars should be inspected and should be maintained in a useable and fault-free condition.
- Exit doors should be capable of being readily opened at all times.
- Floor coverings, rugs and mats should be fixed or laid so that people will not slip or trip on them during an evacuation and should not be used to keep doors in the open position.
- Where exit doors open over mat wells, any mat used should be fixed securely in the well.
- External areas at or near exits should be kept free of vehicles, and other obstructions to allow unimpeded escape to a place of safety.
- Monitoring to guard against obstruction by works or maintenance operations should be carried out.
- Doors, gates and barriers should not impede escape from a concourse or yard which discharges to a place of safety.
- A record should be kept of such checks using the form provided over.

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9.0 FIRE DOORS

Fire-resisting doors are important features of this building. They offer resistance to the spread of fire and can limit its effect. They are particularly important elements of fire protection on escape routes.

A responsible person, preferably the Fire Safety Manager, should be responsible for checking the different types of fire doors and monitoring their condition for effective operation.

It is necessary to maintain a register of all the fire doors in the building as well as an inspection sheet as set out below.

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10.0 FIRE DETECTION AND ALARM SYSTEM

The most effective equipment for detecting a fire in its early stages is an automatic fire detection and alarm system. Components of an automatic fire detection and alarm system include detector heads positioned in zones throughout the building, manual call points, indicator panel, power supply with adequate standby (battery) capacity and sounders. Requirements for inspecting, maintaining and servicing fire detection and alarm systems are provided in I.S. 3218:2013.

10.1 Fire Detection and Alarm System Basic Description

Number of zones:

Number of sounders:

Number of smoke detectors:

Number of heat detectors:

Number of manual call points:

Location of indicator panel: _____

Standby facility for power supply: _____

Location of secondary battery
(if applicable): _____

Name, address and contact
details for the fire detection and
alarm system maintenance
contractor: _____

Any other information specific to
the fire detection and alarm
system: _____

Fire Safety Register

10.2 Fire Detection and Alarm System Inspections and Tests

Daily inspection:

Check that the panel indicates normal operation and record in the Fire Safety Register. Ensure that any fault is rectified and recorded in the Fire Safety Register. Ensure that any fault warning recorded the previous day has been rectified.

Weekly tests:

- a. At least one trigger device or end of line switch on each zone should be operated to test the ability of the control and indicating equipment to receive a signal and to sound the alarm and operate any other warning devices.

For systems having 13 zones or less, each zone should be tested in turn; if there are more than 13 zones then more than one zone may need to be tested in any week so that the interval between tests on one zone does not exceed 13 weeks. It is preferable that each time a particular circuit is tested a different trigger device is used.

Record the zone and trigger device in the Fire Safety Register and choose alternatives for the next weekly test.

- b. If the batteries are open or accessible, then a visual examination of the battery and connections should be made to ensure that they are in good condition. Action should be taken to remedy any defect, including low electrolyte level.
- c. The fuel, oil and coolant levels of any standby generator should be checked and topped up as necessary.
- d. Any printer should be checked to ensure that its reserves of paper, ink or ribbon are adequate for at least 2 weeks normal usage.

Inspections and tests should be recorded in the Fire Safety Register. A record of any defect should be recorded and reported to the Fire Safety Manager and action should be taken to correct it.

Three-monthly inspection and test:

The Fire Safety Manager should ensure that every three months the quarterly inspection and test procedures as described in I.S. 3218: 2013 should be carried out by the manufacturer, supplier or installer or by an employee who has received special training with the manufacturer, supplier or installer. On completion of the work, a certificate of testing (see Annex D of I.S. 3218: 2013) should be given to the Fire Safety Manager and placed in the Fire Safety Register.

Annual inspection and test:

The Fire Safety Manager should ensure that every year, the annual inspection and test procedures as described in I.S. 3218: 2013 should be carried out by the manufacturer,

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supplier or installer or by an employee who has received special training with the manufacturer, supplier or installer. On completion of the work, a certificate of testing (see Annex D of I.S. 3218: 2013) should be given to the Fire Safety Manager and placed in the Fire Safety Register.

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11.0 EMERGENCY LIGHTING SYSTEM

Emergency lighting may need to be provided so that the means of escape can be safely and effectively used at all material times; it must be properly maintained. Requirements for emergency lighting systems are provided in I.S 3217:2013+A1:2017.

11.1 Emergency Lighting System Basic Description

Number of emergency luminaires:

Location of panel: _____

Standby facility for power supply: _____

Location of secondary battery
(if applicable): _____

Name, address and contact
details for the emergency lighting
system maintenance contractor: _____

Any other information specific to
the emergency lighting system: _____

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11.2 Emergency Lighting System Inspections and Tests

Owing to the possibility of a failure of the normal lighting supply occurring shortly after a period of testing of the emergency lighting system or during the subsequent recharge period, all tests shall be undertaken at a time of minimum risk. Alternatively, suitable temporary arrangements shall be made until the batteries have been charged.

Inspections and tests shall be carried out at the following intervals:

- a. Weekly
- b. Three-monthly
- c. Annually

Weekly test:

A test shall be made once every seven days to ascertain that:

- a. A fault recorded in the Fire Safety Register has been given urgent attention and the action noted.
- b. Every lamp in a maintained system is lighting.
- c. The main control or indicating panel of each central battery system indicates normal operation.
- d. The main control or indicating panel of each engine driven generator plant indicates normal operation. After inspection the system shall be started and run to recharge the batteries, and to allow each luminaire to be checked for correct operation.
- e. The LED in charging circuit is illuminated.
- f. Any fault found is recorded in the Fire Safety Register and the action taken and noted.

Three-monthly inspection and test:

The Fire Safety Manager should ensure that every three months the quarterly inspection and test procedures as described in I.S 3217:2013+A1:2017 should be carried out by the manufacturer, supplier or installer or by an employee who has received special training with the manufacturer, supplier or installer. On completion of the work, a certificate of testing (see Annex C of I.S 3217:2013+A1:2017) should be given to the Fire Safety Manager and placed in the Fire Safety Register.

Annual inspection and test:

The Fire Safety Manager should ensure that every year the annual inspection and test procedures as described in I.S 3217:2013+A1:2017 should be carried out by the manufacturer, supplier or installer or by an employee who has received special training with the manufacturer, supplier or installer. On completion of the work, a certificate of testing (see Annex C of I.S 3217:2013+A1:2017) should be given to the Fire Safety Manager and placed in the Fire Safety Register.

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12.0 FIRE EXTINGUISHERS AND FIRE BLANKETS

It is important that a record is kept of all fire extinguishers and fire blankets on the premises. Each fire extinguisher and fire blanket should be identifiable by means of a unique reference number and/or letter (but not by its location, since it may be relocated during its lifetime) and inspected and maintained accordingly.

The following number of fire extinguishers and fire blankets are held on the premises:

Number of water (H₂O) fire extinguishers:

Number of carbon dioxide (CO₂) fire extinguishers:

Number of dry powder fire extinguishers:

Number of foam (AFFF) fire extinguishers:

Number of fire blankets:

Name, address and contact details for the fire extinguisher and fire blanket maintenance contractor:

Any other information:


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12.1 Colour Coding and Classification of Fire Extinguishers

Type of Fire Extinguisher	Colour Coding	Fire Classification
Water (H ₂ O)	Red with white/clear label	A
Carbon Dioxide (CO ₂)	Red with black label	B and Electrical Equipment*
Dry Powder (DP)	Red with blue label	A, B, C and Electrical Equipment*
Foam (AFFF)	Red with cream label	A and B

*DO NOT use on electrical items unless the electricity is isolated first by a competent person.

Fire Classifications for fires involving the following:

- A** Wood, paper, textiles, etc. and any other carbonaceous materials
- B** Flammable liquids
- C** Flammable gases
- D** Combustible metals
-  Electrical Hazards

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13.0 HOSE REELS

Hose reels should be inspected at regular intervals to ensure that they are operating properly and without fault. The inlet valve, the automatic on/off valve (if any), glands, tubing and shut-off nozzle should be checked as sound and free from leaks. Also check that the outlet of the nozzle is not obstructed or choked. Nozzles that operate in more than one delivery mode, spray and stream, should be tested in each mode. Any associated water pumps and related mechanical and electrical equipment should also be checked.

Hose reels should be maintained in accordance with B.S. 5306: Part 1: 2006

The number of hose reels on the premises:

Name, address and contact details for the hose reel maintenance contractor:

Any other information:

Fire Safety Register

14.0 FIRE HYDRANTS

It is important to keep an inventory of fire hydrants on the premises. Hydrants should be inspected monthly and any faults/damage noted and rectified. Inspections of the vicinity of all hydrants should be made to ensure that there are no obstructions impeding accessibility and that hydrant indicator plates are in position. Inspections should be made to ensure that all isolating valves for systems are kept locked in an open position.

There should also be an annual check in the course of which a charging test should be carried out.

Every five years a thorough flow and pressure test should be performed to ensure that supplies have not deteriorated.

Inspections and maintenance of hydrants should be in accordance with B.S. 9990: 2006

The number of fire hydrants on the premises:

Name, address and contact details for the fire hydrant maintenance contractor:

Any other information:

Fire Safety Register

APPENDIX A: Evacuation Procedures

See over

EVACUATION PROCEDURES

If You Discover a Fire

- Sound the alarm by operating the nearest “Break Glass Unit”.
- Contain the fire if it is safe to do so with the equipment provided.
- Dial 999/112 (or send someone to do this) and inform the fire brigade of the address of the premises and the exact location of the fire.
- Report to the Fire Safety Manager/Deputy Fire Safety Manager, Fire Warden or Officer in Charge and proceed to the assembly point. All other staff, contractors and visitors to leave the premises by the nearest available exit and proceed to the assembly point.
- Do not rush. Do not use the lift. Do not re-enter until the all clear has been given.

On Hearing the Fire Alarm

- Leave the premises immediately by the nearest available exit and proceed to the assembly point as noted below.
- Do not rush. Do not use the lift. Do not re-enter until the all clear has been given.

Assembly Point

All staff contractors and visitors to assemble at:

Fire Wardens/Deputy Fire Wardens

- Initiate emergency procedures and evacuate your designated area, directing persons towards the exit.
- Proceed to the assembly point and report the completion of the evacuation of your area to the Assembly Point Controller.
- Do not re-enter the building until the ‘All Clear’ has been given by the Assembly Point Controller.

Note:

- Visitors will be the responsibility of their host who must advise them of the emergency procedures as appropriate.
- Contractors must be advised of the emergency procedures by the Building Maintenance Manager before commencing work on the premises.

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APPENDIX B: Sample Notice for a Scheduled Fire and Evacuation Drill

See over

Notice of Fire and Evacuation Drill

From: Fire Safety Manager

To: All Staff

A fire and evacuation drill is to take place on:

DAY	DATE	MONTH	YEAR

All floors must be evacuated on hearing the fire alarm for the purpose of this drill.

- All staff to familiarise themselves with the evacuation procedures, which can be found in either the framed notices at each fire point or in Appendix A of the Fire Safety Register.
- All staff, contractors and visitors to make their way to the assembly point(s).

If you have any queries, please contact the Fire Warden/Deputy Fire Warden in your area.

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APPENDIX C: Bomb Threat Phone Checklist

See over

Fire Safety Register

Bomb Threat Phone Checklist

Your Name: _____

Time: _____ AM / PM

Date:

Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Caller's identity: Male Female

Approximate age: _____ years

Origin of call: Local Long Distance Phone Booth Internal Mobile Phone

Caller's voice is:

Slow: _____ Fast: _____ Loud: _____ Foreign: _____ Calm: _____

High Pitched: _____ Distinct: _____ Raspy: _____ Stuttering: _____

Foul: _____ Drunk: _____ Slurred: _____ Deliberate: _____ Deep: _____ Distorted: _____

Angry: _____ Nasal: _____ Irrational: _____ Laughing: _____ Emotional: _____

Background noise:

Office: _____ Factory: _____ Animals: _____ Traffic: _____ Music: _____

Aircraft: _____ Party: _____ Quiet: _____ Train: _____ Other voices: _____

Bomb Facts:

Keep caller talking. If caller seems agreeable to further conversation, ask questions like:

1. When is the bomb going to explode?
What hour? _____ Time remaining? _____
2. Where is the bomb? _____
Building? _____ Area? _____
3. What kind of bomb is it? _____ What does it look like? _____
4. Do you know who placed the bomb? _____
5. Where are you now? _____
6. What is your name and address? _____

Did the caller appear familiar with the building by description of the bomb location? _____

Write out the message in its entirety and any other comments below.

