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- Record time the call was received and terminated
 - Ask the caller his/her name
 - See following table for recording information
 - If the caller does not indicate the location of the bomb or possible detonation time, the person receiving the call should ask the caller to provide this information
 - It may be advisable to inform the caller that the building is occupied and that the detonation of a bomb could result in death or serious injury to many innocent people