TELEPHONE BOMB THREAT CHECKLIST

KEEP CALM: Do not get excited or excite others.

TIME: Call received ______am/pm Terminated ______am/pm

EXACT WORDS OF CALLER: ________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

DELAY: ASK CALLER TO REPEAT.

Questions you should ask:

A. Time bomb is set to explode? ________________________________________________
B. Where located? Floor____ Area______________________________
C. Kind of bomb? ____________________________________________________________
D. Description? ______________________________________________________________
E. Why kill or injure innocent people? _____________________________

Voice description:

___ Female ___ Calm ___ Young ___ Refined
___ Male ___ Nervous ___ Middle-Aged ___ Rough
___ Old

Other Descriptors:

Accent ___Yes ___No Describe__________________________________________
Speech Impediment ___Yes ___No Describe__________________________________________
Unusual Phrases ____________________________________________________________
Recognize Voice? If so, who do you think it was? ____________________________

BACKGROUND NOISE

___Music ___Running Motor (Type) ________________________________
___Traffic ___Whistles ___Bells
___Horns ___Aircraft ___Tape Recorder
___Machinery ___Other

ADDITIONAL INFORMATION

A. Did caller indicate knowledge of the facility? If so, how? In what way?

B. What line did call come in on? ____________________________________________

C. Is number listed? ___Yes ___No Private Number? Whose? ___________

Signature_______________________________ Date________________________

Print: Name _____________________________ Dept. ____________________________