TELEPHONE BOMB THREAT CHECKLIST

KEEP CALM. Do not get excited or excite others.

Time: Call received at___________ a.m./p.m. Terminated at __________ a.m./p.m.

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____________________