

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. Reason for the bomb?

Voice description:

___ Male ___ Female ___ Young ___ Old ___ Middle Aged
___ Educated ___ Nervous ___ Calm ___ Accent

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

- Did caller indicate knowledge of the facility? If so, how? In what way?
- What line did the call come in on?
- Is the number listed? Whose?