

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.** _____