

BOMB THREAT CHECKLIST

If you receive a bomb threat, remain calm. Note the exact words of the caller and obtain as much of the following information as possible.

- 1) Time call received: _____
- 2) Time call terminated: _____
- 3) Exact words of caller: _____
- 4) Time that bomb is set to explode: _____
- 5) Where it is located (floor)? _____
- 6) Is it in the open? Yes _____ No _____
- 7) Is it concealed? Yes _____ No _____
- 8) Description of bomb (type and size): _____
- 9) Why was it placed? _____
- 10) Who are you? _____

DESCRIPTION OF VOICE

Male _____	Female _____	Calm _____	Frightened _____
Young _____	Middle-aged _____	Old _____	
Accent _____	Slang _____	Educated _____	
Slow _____	Rapid _____	Normal _____	
Excited _____	Loud _____	Sincere _____	
Calm _____	Deliberate _____	Incoherent _____	
Rational _____	Righteous _____	Emotional _____	
Coherent _____	Irrational _____	Laughing _____	

BACKGROUND NOISE

Music _____	Children/Babies _____
Talking _____	Machines _____
Cars/Trucks _____	Typing _____
Airplanes _____	Other _____

Additional information: _____

Signature and telephone number of person receiving call: _____