

BOMB THREAT CHECK LIST

BE CALM-BE COURTEOUS-LISTEN CAREFULLY-DON'T INTERRUPT CALLER

Telephone number appearing on caller I.D. _____

Time of call: _____ **am or pm**

1. NOTE EXACT CONVERSATION OR MESSAGE

2. KEEP THE CALLER TALKING. IF THE CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will the bomb go off?

Where is the bomb located?

What kind of bomb is it?

What does the bomb look like?

Did the caller seem familiar with the building? Y N Why?

3. Caller's Identity:

Male _____ Female _____

Adult _____ Juvenile _____ Approximate age _____

4. Voice Characteristics

Speech

Language

___ Loud ___ Soft

___ Fast ___ Slow

___ Excellent ___ Good

___ High Pitch ___ Deep

___ Distinct ___ Distorted

___ Fair ___ Poor

___ Raspy ___ Pleasant

___ Stutter ___ Nasal

___ Foul

___ Intoxicated ___ Slurred

Other: _____

5. Accent

Local Not Local
 Foreign Region
 Race

Manner

Calm Angry
 Rational Irrational
 Coherent Incoherent
 Deliberate Emotional
 Righteous Laughing

Background Noises

Factory Trains
 Machines Animals
 Music Quiet
 Office Voices
 Machines Airplanes
 Street Party
 Traffic Atmosphere

6. Time call ended: _____

7. IMMEDIATELY AFTER THE CALL DO THE FOLLOWING:

- ✓ (*Tracing the Call* - When you hang up activate malicious call trace: Hang up the phone and do not answer another line! Choose the same line and activate *57. Note the time you trace the call. Listen for the confirmation and hang up. If the trace was unsuccessful call 877-451-1980. Press Option 3 to use the call trace automated *57 reporting system. Press Option 4 to speak to a representative to report the date and time manually. Call local law enforcement so they can request a call trace on your behalf.)
- ✓ Call 911
- ✓ Notify Senior Management
- ✓ Sound the Fire Alarm to evacuate the building.
- ✓ Evacuate