

Telephone Procedures Bomb Threat Checklist

INSTRUCTIONS: BE CALM, BE COURTEOUS, LISTEN, DO NOT INTERRUPT THE CALLER. NOTIFY SECURITY DIRECTOR OR SECURITY TEAM MEMBER BY PRE-ARRANGED SIGNAL WHILE CALLER IS ON THE LINE.

PERSON RECEIVING THE CALL:	TIME:	DATE:
CALLERS IDENTITY (CIRCLE ONE): MALE FEMALE	CALLERS IDENTITY (CIRCLE ONE): ADULT JUVENILE	APPROXIMATE AGE OF CALLER:
ORIGIN OF CALL (CIRCLE ALL THAT APPLY): LOCAL LONG-DISTANCE BOOTH INTERNAL (WITHIN BUILDING)		
VOICE CHARACTERISTICS (CIRCLE ALL THAT APPLY): LOUD HIGH PITCH RASPY INTOXICATED SOFT DEEP PLEASANT OTHER: _____	SPEECH (CIRCLE ALL THAT APPLY): FAST DISTINCT STUTTER SLURRED SLOW DISTORTED NASAL LISP OTHER: _____	LANGUAGE (CIRCLE ALL THAT APPLY): EXCELLENT FAIR FOUL GOOD POOR OTHER: _____
ACCENT (CIRCLE ALL THAT APPLY): LOCAL FOREIGN NOT LOCAL REGION	MANNER (CIRCLE ALL THAT APPLY): CALM RATIONAL COHERENT DELIBERATE RIGHTEOUS ANGRY IRRATIONAL INCOHERENT EMOTIONAL LAUGHING	BACKGROUND NOISE (CIRCLE ALL THAT APPLY): FACTORY MACHINES TRAINS BEDLAM MUSIC OFFICE MACHINES AIRPLANES PARTY ATMOSPHERE STREET TRAFFIC ANIMALS QUIET VOICES MIXED

BOMB FACTS

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING, IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION ASK QUESTIONS LIKE:

When will the bomb go off? _____ Certain hour? _____ Time remaining? _____
 Where is it located? _____ Building? _____ Area? _____
 What kind of bomb? _____ Where are you now? _____
 How do you know so much about the bomb? _____
 What is your name and address? _____

If the building is occupied, inform caller that detonation could cause injury or death.

Did caller appear familiar with building by his description of the bomb location? _____
 Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this list.

IMMEDIATELY AFTER CALL NOTIFY POLICE BY DIALING 911