

# ATTACHMENT B 5

## BOMB THREAT CHECKLIST

Use this form to record all information if you receive a bomb threat call.

<b>BE CALM, BE COURTEOUS. LISTEN, DO NOT INTERRUPT.</b>			
<b>EXACT WORDS OF CALLER:</b>			
<b>QUESTIONS TO ASK:</b>			
1. When is bomb going to explode?	4. What does it look like?		
2. Where is the bomb right now?	5. Why did you place it?		
3. What kind of bomb is it?	6. Where are you calling from?		
<b>CALLER'S VOICE: Circle what applies</b>			
Male	Female	Laughter	Crying
Adult	Juvenile	Normal	Slurred
Accent	Well-spoken	Nasal	Speech Impediment
Incoherent	Irrational	Raspy	Unusual Breathing
Foul	Calm	Deep	Clearing Throat
Angry	Excited	High	Disguised
Slow	Rapid	Familiar	Cracking Voice
Soft	Loud	Taped	Message read by threat maker
If voice is familiar, who did it sound like?			
Did the caller indicate knowledge of your facility?			
If yes, explain:			
<b>BACKGROUND NOISES:</b>			
Street Noises	Dishes	Voices	PA System
Music	House Noises	Motor	Aircraft
Quiet	Animal Noises	Long Distance	Office Machinery
Static	Factory	Airport	
Name	Department	Phone	
Date received	Time received	Time ended	

Call 911 immediately after the caller hangs up. Do not hang up your phone. Use another to call for help.

**TAKE THIS CHECKLIST WITH YOU AS YOU EVACUATE THE BUILDING.**