

ATTACHMENT B 8

KIDNAPPING / HOSTAGE SITUATION CHECKLIST

Use this form to record all information if you receive a call from someone claiming to have kidnapped or taken anyone hostage.

BE CALM, BE COURTEOUS. LISTEN, DO NOT INTERRUPT.			
EXACT WORDS OF CALLER:			
QUESTIONS TO ASK:			
1. Who has been kidnapped/taken hostage?	5. When?		
2. Who are you? How can we be sure you have this person and that he/she is safe and unharmed?	6. When will he/she be released?		
3. What are your demands?	7. If we meet your demands, how do we know he/she will be released unharmed?		
4. Under what conditions?	8. Where/how can I reach you?		
CALLER'S VOICE: Circle what applies			
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 the facility or any particular person?			
If yes, explain:			
BACKGROUND NOISES:			
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.

KEEP THIS CHECKLIST WITH YOU UNTIL YOU HAVE MET WITH AND BRIEFED AUTHORITIES (e.g., Police, Recruiting Supervisor and appropriate Command personnel)