

BOMB THREAT CHECKLIST
GENERAL TELEPHONE INSTRUCTIONS

Be calm. Be courteous. Listen. Do not interrupt caller. Notify supervisor/security officer by prearranged signal while caller is on the phone. Tape/record conversation if possible. Try to write out complete message. Prolong conversation. Determine and note as much of the following as you can:

BASIC INFORMATION

NAME OF PERSON RECEIVING CALL: _____ TIME _____ DATE _____
CALLER'S IDENTITY: Male ___ Female ___ Adult ___ Juvenile ___ Approx. Age _____
ORIGIN OF CALLER: Local _____ Long Distance _____ In Booth _____ Within Bld. _____
EXACT WORDS OF CALLER. Use extra paper if necessary.

BOMB FACTS

<p>PRETEND DIFFICULTY WITH HEARING. KEEP CALLER TALKING. IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE: WHEN WILL THE BOMB GO OFF? HOUR _____ TIME REMAINING _____</p> <p>WHERE IS IT LOCATED? BUILDING? _____</p> <p>WHAT KIND OF BOMB IS IT? _____</p> <p>WHERE ARE YOU NOW? _____</p> <p>HOW DO YOU KNOW SO MUCH ABOUT THE BOMB? _____</p> <p>WHAT IS YOUR NAME AND ADDRESS? _____</p> <p>IF BUILDING IS OCCUPIED, INFORM CALLER THAT DETONATION COULD CAUSE INJURY OR DEATH.</p>
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CHARACTERISTICS OF CALLER VOICE	SPEECH	MANNER	LANGUAGE	ACCENT	BACKGROUND NOISE
Loud High pitched Raspy Intoxicated Soft Deep Pleasant Other	Distinct Stutter Slurred Distorted Slow Nasal Lisp Fast	Emotional Laughing Coherent Deliberate Righteous Calm Irrational Incoherent	Fair Foul Good Poor Excellent Other Rational Street traffic Other	Local Foreign Race Not local Region FAMILIARITY WITH THREATENED FACILITY Much Some None	Office machines Animals Mixed Quiet Music Angry Voices Airplanes Party Trains Factory machines Bedlam

ACTIONS TO TAKE IMMEDIATELY AFTER CALL

Immediately call 911 . Afterwards, talk to no one other than your supervisor or security officer.