

# BOMB THREAT CHECKLIST

## Telephone Procedures

INSTRUCTIONS: Be calm, be courteous, listen. Do not interrupt the initial message of the caller. If possible, notify your supervisor immediately by a pre-arranged signal while the caller is on the line.

Name of Operator \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Caller's Identity:

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ Approximate age \_\_\_\_\_ in years

Origin of Call: (Check Caller ID)

Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Booth \_\_\_\_\_ Internal \_\_\_\_\_ Write the number here \_\_\_\_\_

### Voice Characteristics

\_\_\_\_ Loud \_\_\_\_\_ Soft  
\_\_\_\_ High Pitch \_\_\_\_\_ Deep  
\_\_\_\_ Raspy \_\_\_\_\_ Pleasant  
\_\_\_\_ Intoxicated \_\_\_\_\_  
Other \_\_\_\_\_

### Speech

\_\_\_\_ Fast \_\_\_\_\_ Slow  
\_\_\_\_ Distinct \_\_\_\_\_ Distorted  
\_\_\_\_ Stutter \_\_\_\_\_ Nasal  
\_\_\_\_ Slurred \_\_\_\_\_ Lisp  
\_\_\_\_  
Other \_\_\_\_\_

### Language

\_\_\_\_ Excellent \_\_\_\_\_ Good  
\_\_\_\_ Fair \_\_\_\_\_ Poor  
\_\_\_\_ Foul \_\_\_\_\_  
Other \_\_\_\_\_

### Accent

\_\_\_\_ Local \_\_\_\_\_ Not Local  
\_\_\_\_ Foreign \_\_\_\_\_ Region  
\_\_\_\_ Race \_\_\_\_\_ Other

### Manner

\_\_\_\_ Calm \_\_\_\_\_ Angry  
\_\_\_\_ Rational \_\_\_\_\_ Irrational  
\_\_\_\_ Coherent \_\_\_\_\_ Incoherent  
\_\_\_\_ Deliberate \_\_\_\_\_ Emotional  
\_\_\_\_ Righteous \_\_\_\_\_ Laughing

### Background Noises

\_\_\_\_ Mixed \_\_\_\_\_ Airplanes  
\_\_\_\_ Bedlam \_\_\_\_\_ Animals  
\_\_\_\_ Trains \_\_\_\_\_ Voices  
\_\_\_\_ Music \_\_\_\_\_ Quiet  
\_\_\_\_ Factory Machines  
\_\_\_\_ Street Traffic  
\_\_\_\_ Party Atmosphere  
\_\_\_\_ Office Machines

## BOMB FACTS

Pretend difficulty with hearing. Keep the caller talking. If the caller seems agreeable to further conversation, ask questions like:

**When will it go off? Certain hour \_\_\_\_\_ Time remaining \_\_\_\_\_**

**Where is it located? Building \_\_\_\_\_ Floor/Office/Area \_\_\_\_\_**

**What kind of bomb? \_\_\_\_\_**

**How do you know so much about the bomb? \_\_\_\_\_**

**Where are you now? \_\_\_\_\_**

**What is your name and address? \_\_\_\_\_**

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

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Did the caller appear familiar with the building by his description of the bomb location? \_\_\_\_\_

## ACTIONS TO TAKE IMMEDIATELY AFTER THE CALL

- NOTIFY THE UNIVERSITY POLICE, EXT 911 or 934-3535
- NOTIFY YOUR IMMEDIATE SUPERVISOR.

Talk to no one -- other than instructed by your supervisor or the Police.