TELEPHONE BOMB THREAT/CHECKLIST

Exact time/date of call: Ring: Internal __ External __

Exact words of caller (If necessary, ask him/her to repeat the message and write as much of the message as possible.) Use back of sheet if needed.

While on the phone: keep calm; keep the caller talking; do not hang up. Signal a co-worker to pick up an extension line to notify SECURITY, or local police.

If possible, get the caller to answer the following questions:

When and where is the bomb going to explode?

What type of bomb is it? What does it look like?

What will cause it to detonate?

Why was the bomb planted?

Try to get caller’s identity.

Ask caller where he/she is calling from. Try to get caller’s exact location and phone number.

Listen carefully to the voice; note whether it’s a man or woman; pay attention to pitch, tone, accent. CIRCLE any of the following that are applicable:

Calm Slow Nasal Angry Broken Stutter Disguised Lisp Sincere Giggley Deep Crying Squeaky Excited Stressed Loud Slurred Normal Rapid

Type of accent, if any:

If the voice is familiar, who did it sound like?

Background noises heard (e.g., cars, trains, factories) or any other pertinent information:

Name of person receiving call:

Phone no. call received at:

Time/Date SECURITY and/or immediate supervisor notified: