BOMB THREAT CHECKLIST

INSTRUCTIONS: Be courteous, listen, and do not interrupt the caller’s message. Do not hang up. Signal to someone (by a prearranged signal) to call 911. After the caller hangs up, do not put the handset back on the receiver. Gather as much information as possible from the caller. (Refer to http://it.usf.edu/itc/telephone/more#mct)

DATE ____________________ CALL BEGAN _____________ CALL ENDED ___________

QUESTIONS TO ASK:

WHERE IS THE BOMB LOCATED? ____________________________________________
WHAT TIME IS IT SET TO GO OFF? _______________________________________
WHAT DOES THE BOMB LOOK LIKE? _______________________________________
WHAT KIND OF BOMB IS IT? ______________________________________________
WHAT WILL CAUSE IT TO EXPLODE? ______________________________________
DID YOU PLACE THE BOMB? ______________________________________________
WHY? _____________________________________________________________________
WHAT IS YOUR NAME/ADDRESS? ___________________________________________
WHERE ARE YOU NOW? ___________________________________________________
EXACT WORDING OF BOMB THREAT _________________________________________

SEX OF CALLER ______ AGE _______ RACE _______ LENGTH OF CALL _______

IF YOUR PHONE HAS CALLER ID, WHAT NUMBER WAS INDICATED ON THE DISPLAY?

CALLER’S VOICE (CHECK ALL THAT APPLY)

CALM _____ ANGRY _____ LAUGHING _____ CRYING _____ EXCITED _____
SLOW _____ ACCENT _____ SOFT _____ LOUD _____ FAMILIAR _____
NORMAL DISTINCT ____ LISP ____ RASPY ____ DEEP ____ RAGGED ____
CRACKLING VOICE ____ DEEP BREATHING ____

BACKGROUND SOUNDS (CHECK ALL THAT APPLY)

STREET NOISES _____ FACTORY _____ MOTOR _____ VOICE _____ HOUSE NOISES ___
MUSIC _______ TRAIN _____ OFFICE _____ CLEAR ___ STATIC ___
WILDLIFE SOUNDS _____ OTHER __________________
THREAT LANGUAGE

WELL SPOKEN _____ FOUL _____ IRRATIONAL _____ INCOHERENT _____
TAPE RECORDED _____ THREAT READ BY THREAT MAKER _____ OTHER _______________________

REMARKS: Immediately after the Bomb Threat fill out the following information completely:

Did the caller indicated knowledge of the building? ______

If so, How? __________________________________________

Who received the call? ____________________________ Extension ____________

REMARKS: (Include your name and what phone extension you received the call from):

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
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_________________________________________________________________________________________