

Bomb Threat Checklist

Be calm. Be courteous. Listen. Do not interrupt the caller. Notify security or the engineer while still on line if possible.

Date: _____

Time: _____

Exact Words of Caller

CallerMale Female Juvenile Approximate Age []**Voice**Loud Soft Deep Raspy High-pitched
Other **Speech**Fast Slow Distinct Slurred Stutter
Distorted **Accent**Local Foreign Nationality _____**Manner**Calm Angry Laughing Intoxicated Coherent
Nervous Irrational Emotional **Language**Excellent Fair Foul Good Poor **Noises**Machines Music Trains Animals Planes
Bedlam Quiet Mixed Street traffic
Party noises

Pretend to have difficulty hearing. Try to keep the caller talking. If the caller seems agreeable to keep talking, ask questions:

When is the bomb set to go off? _____

Where is the bomb? _____

What type of bomb is it? _____

What does it look like? _____

Why did you place it? _____

What is your name? _____

Did the caller sound familiar and/or familiar with the building? _____

If so, why? _____

Notify your supervisor immediately. Talk to no one else.