

BOMB THREAT CHECKLIST

If you receive a bomb threat call, remain as calm as you can. Have a prearranged signal to alert your manager or supervisory personnel to listen and, if possible, to record and/or trace the call.

A. DO NOT upset the caller. **DO NOT** hang up.

B. JUDGE THE VOICE:

Male ___ Female ___ Child ___ Approximate Age? ___
Intoxicated? ___

C. LISTEN FOR ANY BACKGROUND NOISE:

(Check if heard):	Description
Music _____	_____
Talking _____	_____
Traffic _____	_____
Airplane _____	_____
Children/Babies _____	_____
Machine Noise _____	_____
Typing _____	_____
Other _____	_____

D. ASK FOR OTHER INFORMATION:

1. Method of activation: Mechanical, Clock, Chemical? _____
2. What time is it set to go off? _____
3. Where is the bomb? _____
4. What kind of package or box? _____
5. What kind of bomb is it? If dynamite, how many sticks? _____
6. Method of deactivation? _____
7. Is the call a hoax or legitimate? _____
8. Why did you set the bomb? _____
9. Have there been or will there be other calls? _____
10. How old is the caller? _____
11. What is the caller's name, address, telephone number? _____

REPORTED BY: _____

TIME CALL RECEIVED: _____

TIME CALL ENDED: _____