

BOMB THREAT CHECKLIST

KEEP THIS CHECKLIST NEAR YOUR PHONE

1 INITIAL

Don't Hang Up
Note Time of Call
Keep the Caller Talking

2 QUESTIONS TO ASK

WHICH	building are you talking about?
WHEN	is the bomb going to explode?
WHERE	exactly is the bomb?
WHAT	does the bomb look like?
WHAT	kind of bomb is it?
WHAT	will make the bomb explode?
ARE	you the person who placed the bomb?
WHY	have you done this?
WHO	are you?
WHERE	are you?
WHAT	is your address and telephone number?

3 WHAT TO LISTEN FOR

VOICE	
LANGUAGE	
NOISES	Traffic/Voices/Machinery/Music/Noises on the line
OTHER	Sex of Caller: M/F Estimate Age..... Did caller appear: Calm? Excited? Intoxicated? Angry? Rational?

4 EXACT WORDING OF THREAT

5 POST-CALL

Person Receiving the Call:

- Complete this checklist
- Notify your Security
- Hand completed checklist to Security

Security:

- Notify Police
- Notify any other Emergency Response Officers on site and confirm action

Time of Call.....

Name of Person Receiving Call

Duration of Call.....

Telephone Number.....

Date.....