

# HEADQUARTERS TELEPHONE BOMB THREAT CHECKLIST

**INSTRUCTIONS:** Be Calm. Be Courteous. Listen. Do Not Interrupt The Caller.

**YOUR NAME:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CALLER'S IDENTITY:**

**SEX:** Male \_\_\_\_\_ Female \_\_\_\_\_ **Adult** \_\_\_\_\_ **Juvenile** \_\_\_\_\_ **APPROXIMATE AGE:** \_\_\_\_\_ **Years**

**ORIGIN OF CALL:**

**Local** \_\_\_\_\_ **Long Distance** \_\_\_\_\_ **Telephone Booth** \_\_\_\_\_

**VOICE CHARACTERISTICS**

Loud       Soft  
 High Pitch     Deep  
 Raspy       Pleasant  
 Intoxicated    Other: \_\_\_\_\_

**ACCENT**

Local       Not Local  
 Foreign     Region  
 Race

**SPEECH**

Fast       Slow  
 Distinct     Distorted  
 Stutter      Nasal  
 Slurred     Other: \_\_\_\_\_

**MANNER**

Calm       Angry  
 Rational     Irrational  
 Coherent     Incoherent  
 Deliberate    Emotional  
 Righteous    Laughing

**LANGUAGE**

Excellent     Good  
 Fair       Poor  
 Foul      Other: \_\_\_\_\_

**BACKGROUND NOISES**

Factory       Trains  
 Machines     Animals  
 Music       Quiet  
 Office       Voices  
 Street Traffic  Airplanes  
 Party

**BOMB FACTS**

Pretend Difficulty Hearing – Keep Caller Talking – If Caller Seems Agreeable To Further Conversation, Ask Questions Like:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_ What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Active malicious calls trace: Dial 11 but do not hang up your phone. Go to another phone and call 166 to notify Security Office.

Did caller appear familiar with plant or building (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify your supervisor.