

Bomb Threat Checklist

Most threats are made by telephone. If you receive a bomb threat telephone call:

- ✓ Remain calm.
- ✓ Keep the caller on the line as long as possible.
- ✓ Write down the telephone number of the incoming call if it is displayed on the telephone.
- ✓ Use this form to document the call.
- ✓ Notify a supervisor or co-worker nearby via a note.

Questions to Ask:

- ✓ When is bomb going to explode?
- ✓ Where is bomb right now?
- ✓ What kind of bomb is it?
- ✓ How do you know about the bomb?
- ✓ Why did you place the bomb?
- ✓ Who are you?
- ✓ Where are you calling from?

Complete as much of the following information as possible:

Describe Caller's voice: _____

Male Female (circle one) Approximate Age _____

Accent? If yes, describe _____

Is voice familiar? If yes, who does it sound like? _____

Other voice characteristics _____

Is there background noise? If yes, describe it _____

Date of call: _____ Time call began: _____ Time call ended: _____

Exact words of caller: _____

Name of person receiving call: _____

REPORT ALL BOMB THREATS IMMEDIATELY TO "911"