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”