

## Bomb Threat Checklist

Points to remember include:

- Keep the caller talking.
- Do NOT interrupt.
- Ask caller to speak louder, slower, etc.
- Ask caller to repeat.
- Write down dialogue of conversation in its entirety.

*Note: This information is to be completed by any person receiving a telephone bomb threat.*

Time Call Received	Date of Call	Name of Person Receiving Call	Title of Person Receiving Call
Ext. No. of Switchboard Console No.		Location Where Threat Received	
Was Tape Recording of Call Made? Yes ___ No ___		Dialogue of Conversation Between Caller and Person Receiving Call	

<b>Caller's Identity</b>	Name:		Address:	
	Telephone:		Organization:	
	Sex: Male ___ Female ___		Age Category: Adult ___ Child ___	
			Call: Local ___ Long Distance ___	
<b>Bomb Facts</b>	When Will the Bomb Go Off?		What Area?	
			Exact Location	
<b>Voice Characteristics</b> (Circle all that apply)	Tone:		Speech:	
	Loud Soft High Pitch Low Pitch Raspy Pleasant		Fast Slow Distinct Distorted Stutter Nasal	
			Accent:	
			Local Not Local Foreign Caucasian African American Latin American	
			Manner:	
			Calm Angry Coherent Incoherent Righteous Rational International Deliberate Laughing Emotional	
<b>Background Noises</b> (Circle all that apply)	Office Machines Factory Machines Bedlam Animals Quiet		Street Traffic Airplanes Trains Adult Voices Children's Voices	
			Music Mixed Other: (Explain) _____ _____	

A COPY OF THIS COMPLETED FORM IS TO BE SENT  
TO THE DEPARTMENT OF SECURITY SERVICES.