Threatening Call / Bomb Threat Checklist

The following checklist is to be used by the individual receiving a call, in which the caller threatens the safety or security of the building and/or its occupants.

*Remember: Stay calm. Don’t interrupt the caller, get details, and notify police.*

Name of Call Taker: ___________________________    Time: _________ Date: _________

Caller Information

1. Caller’s name: ___________________________________________________________
2. Caller’s address (if known): _____________________________________________
3. Phone number: _________________________________________________________
4. Sex: ☐Male  ☐Female
5. Age: ☐Adult  ☐Child
6. Call: ☐Local  ☐Long Distance  ☐Unknown

Call Information

1. Nature of the threat:
   ☐Bomb  ☐Shooter  ☐Other: _____________  ☐Did Not Specify
2. Building Knowledge:
   ☐Very familiar  ☐Some familiarity  ☐Not familiar
3. If the threat involves a bomb, provide the following:
   a. When will the bomb go off: ___________________________________________
   b. Exact location of the bomb: _________________________________________
4. If the threat involves a weapon, provide the following:
   a. What type of weapon: _______________________________________________
   b. When is the threat going to be carried out: _____________________________

Voice Characteristics:

<table>
<thead>
<tr>
<th>Tone:</th>
<th>Speech:</th>
<th>Accent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐Loud</td>
<td>☐Fast</td>
<td>☐Local</td>
</tr>
<tr>
<td>☐Soft</td>
<td>☐Slow</td>
<td>☐Not Local</td>
</tr>
<tr>
<td>☐High Pitch</td>
<td>☐Disoriented</td>
<td>☐Foreign</td>
</tr>
<tr>
<td>☐Low Pitch</td>
<td>☐Cursing</td>
<td></td>
</tr>
<tr>
<td>☐Angry</td>
<td>☐Stutter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐Slurred</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐Lisp</td>
<td></td>
</tr>
</tbody>
</table>

Background Noises:

☐Airplanes     ☐Quiet     ☐Boats
☐Animals       ☐Music     ☐Typing
☐Voices        ☐Machinery ☐Laughing
☐Trains        ☐Party Atmosphere ☐Restaurant/Bar
☐Traffic       ☐Talking

Additional information:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Updated 6/5/2013