

## TELEPHONE PROCEDURES-BOMB THREAT CHECKLIST

**Instructions:** Be calm, courteous and listen. Do not interrupt the caller. Attempt to notify others while caller is on the line. Try to hold the caller on the line so origin can be traced by the operator.

**Bomb Facts:** Pretend difficulty with hearing. Keep caller talking. If building is occupied, inform caller that detonation could cause injury or deaths.

**Person receiving call:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Exact words of caller:**

\_\_\_\_\_  
\_\_\_\_\_

### Questions to ask:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb located? Building \_\_\_\_\_ Area \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. Why did you place the bomb? \_\_\_\_\_

Did the caller appear familiar with the plant or building by his description of the bomb location? \_\_\_\_\_

Caller's identity: Male \_\_\_\_\_ Female \_\_\_\_\_ Approximate Age \_\_\_\_\_

Origin of call: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Booth \_\_\_\_\_  
Internal (within building) \_\_\_\_\_

### VOICE CHARACTERISTICS

#### Speech

<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Excellent	<input type="checkbox"/> Local (CA)
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair	<input type="checkbox"/> Not Local
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal	<input type="checkbox"/> Foul	<input type="checkbox"/> Region
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Other	<input type="checkbox"/> Slurred	<input type="checkbox"/> Lisp	<input type="checkbox"/> Good	<input type="checkbox"/> Foreign Cntry.
			<input type="checkbox"/> Other	<input type="checkbox"/> Poor	<input type="checkbox"/> Race: Caucasian
					<input type="checkbox"/> Other

#### Manner

<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Street Traffic
<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational	<input type="checkbox"/> Factory Machine	<input type="checkbox"/> Airplanes
<input type="checkbox"/> Coherent	<input type="checkbox"/> Emotional	<input type="checkbox"/> Bedlam	<input type="checkbox"/> Party Atmosphere
<input type="checkbox"/> Deliberate	<input type="checkbox"/> Laughing	<input type="checkbox"/> Animals	<input type="checkbox"/> Trains
<input type="checkbox"/> Righteous	<input type="checkbox"/> Other	<input type="checkbox"/> Quiet	<input type="checkbox"/> Music
		<input type="checkbox"/> Mixed	<input type="checkbox"/> Voices
			<input type="checkbox"/> Other

#### Background Sounds

### Actions to Take Immediately After Call

- o Always assume it is real.
- o Notify supervisor and/or security coordinator.
- o Talk to no one unless instructed by your supervisor.