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
- Loud
- High Pitch
- Raspy
- Intoxicated
- Soft
- Deep
- Pleasant
- Other
- Fast
- Distinct
- Stutter
- Slurred
- Slow
- Distorted
- Nasal
- Foul
- Distorted
- Excellent
- Fair
- Nasal
- Foul
- Local (CA)
- Not Local
- Region

Manner
- Calm
- Rational
- Coherent
- Deliberate
- Righteous
- Angry
- Irrational
- Emotional
- Laughing
- Other
- Street Traffic
- Factory Machine
- Bedlam
- Quiet
- Mixed
- Office Machinery
- Animals
- Music
- Voices
- Other

Actions to Take Immediately After Call
- Always assume it is real.
- Notify supervisor and/or security coordinator.
- Talk to no one unless instructed by your supervisor.