

Bomb Threat Phone Call Checklist

Immediate Actions

- ☐ Remain calm. Do not hang up.
- ☐ Keep the caller on the line as long as possible.
- ☐ Signal a colleague, if possible, to notify 911.
- ☐ Write down the exact words spoken by the caller.

Questions to Ask the Caller

Where is the bomb located? (Building, floor, room) _____

When will it go off? _____

What does it look like? _____

What type of bomb is it? _____

What will make it explode? _____

Did you place the bomb? Why? _____

What is your name? _____

Caller's Voice (check all that apply)

- | | | | |
|----------------------------------|------------------------------------|----------------------------------|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Loud | <input type="checkbox"/> Clear | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Soft | <input type="checkbox"/> Slurred | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Disguised | <input type="checkbox"/> Stutter | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Deep | <input type="checkbox"/> Lisp | |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Ragged | <input type="checkbox"/> Raspy | |

Background Sounds (check all that apply)

- | | | | |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Office machinery | <input type="checkbox"/> House noises (TV, dishes, etc.) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Voices / Conversation | <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Clear / Silence | |
| <input type="checkbox"/> Music | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Static | |
| <input type="checkbox"/> Motor / Traffic | | | |

Threat Language (check all that apply)

- ☐ Incoherent
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken
- ☐ Taped message
- ☐ Message read
- ☐ Other: _____

After the Call

- ☐ Do not use radios or cell phones near a suspicious item.
- ☐ Do not evacuate until instructed by law enforcement.
- ☐ Immediately contact 911 and notify your supervisor/administration.
- ☐ Complete this checklist fully and provide it to responding authorities.