



BOMB THREAT CHECKLIST

If a threatening call is received by an employee, to the extent time permits, the following is a suggested procedure which the employee may follow:

EXACT TIME OF CALL: _____

EXACT WORDS OF CALLER: _____

Ask Caller:

1. When will the bomb explode? _____

2. Where is the bomb? _____

3. What does it look like? _____

4. What kind of bomb it is? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. Where are you calling from? _____

9. What is your address? _____

10. What is your name? _____

Exact Words of Threat

INFORMATION ABOUT THE CALLER

Caller's Voice (check ✓)

Calm	Slow	Squeaky
Disguised	Sincere	Excited
Nasal	Lisp	Stressed
Angry	Rapid	Accent Loud
Broken	Giggling	Slurred
Stutter	Deep	Normal

If the voice is familiar, who did it sound like? _____

Where there any background noises? _____

Remarks:

Person Receiving Call: _____

Telephone Number Received at: _____

Date: _____

Reported Call To _____

FURTHER NOTES:

Keep all conversations confidential. Do not discuss the situation with anyone other than Police Officers, Fire Department personnel, or other Security Officers directly involved.

If a suspicious looking package or device is observed, and you have reason to think it might be a bomb or an explosive device, **do not touch it**. Notify the police and Security Management Office.