

**BOMB THREAT CHECKLIST**

**Listen, Do Not Interrupt The Caller!! Attempt to get the attention of someone else in your area and let them know that you are dealing with a call relating to a bomb threat.**

Individual receiving call: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Caller's Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female Aprx. Age: Years \_\_\_\_\_

Origin of Call: \_\_ Local \_\_ Long Distance \_\_ Booth\_\_ Within Bldg.

**Questions to Ask:**

When will the bomb go off? \_\_\_\_\_ Certain Hour \_\_\_\_\_ Time Remaining

Where is the bomb planted? Building/Floor/Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

Did the caller appear familiar with the building by his/her description of the bomb location?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

WRITE OUT THE MESSAGE IN ITS ENTIRETY HERE. RECORD CHARACTERISTICS OF THE CALLER AND ANY OTHER COMMENTS THAT MAY ASSIST.

**ACTION TO TAKE IMMEDIATELY AFTER BOMB THREAT CALL**

**Activate Call Trace:** TO USE: -Hang up from the call  
-Immediately lift the receiver and dial \*57 (or 1157 from a rotary phone)  
-Stay on the line and follow the instructions given.

Call Trace is available to Centrex users only. It is not available if your Agency utilizes a PBX. If you have caller ID, note the number.

**Notify following persons in order given:**

Fire Department/Law Enforcement: 911

State Capitol Security, State Patrol: 471-2400

Your agency safety officer:

(Bomb Threat Checklist continued on next page)

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OBSERVED CHARACTERISTICS OF CALLER - Circle as appropriate

**VOICE CHARACTERISTICS:**

Loud High Pitch Raspy Intoxicated Soft Deep Pleasant

Other: \_\_\_\_\_

**SPEECH:**

Fast Distinct Stutterer Slurred Slow Distorted Nasal

Other: \_\_\_\_\_

**LANGUAGE:**

Excellent Fair Foul Good Poor

Other: \_\_\_\_\_

**ACCENT:**

Local Foreign

Other: \_\_\_\_\_

**MANNER:**

Calm Rational Coherent Deliberate Righteous Angry Irrational  
Incoherent Emotional Laughing

Other: \_\_\_\_\_

**BACKGROUND NOISES:**

Office Machines Factory Machines Animals Quiet Mixed Party  
Street Traffic Airplanes Trains Music Voices

Other: \_\_\_\_\_

Any other identifying traits that you may notice: