

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

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.