## PHONE THREAT CHECKLIST - Keep Calm

### General questions to ask
1. What is it
2. When is the bomb going to explode OR When will the substance be released?
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will the bomb explode? OR How will the substance be released?
7. Did you put it there?
8. Why did you put it there?

### Chemical/ Biological Threat questions
1. What kind of substance is in it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas?

### Bomb Threat Questions
1. What type of bomb is it?
2. What is in the bomb?
3. What will make the bomb explode?

### Callers Voice
- Accent (specify)
- Any impediment (specify)
- Voice (loud, soft etc)
- Speech (fast, slow etc)
- Diction (clear, muffled etc)
- Manner (calm, emotional etc)
- Did you recognise the caller?
- If so, who do you think it is?
- Was the caller familiar with the area?

### Threat language
- Well spoken
- Incoherent
- Irrational
- Taped
- Message read by caller
- Abusive
- Other

### Background Noises
- Street
- House
- Aircraft
- Voices
- Music
- Machinery
- Other
- Local call
- STD call

### Other
- Gender of caller  Male/ Female  Estimated age

### Call Taken
- Date:  Time:  Duration:
- Number Called

### Exact Wording of Threat

### Notes

### Action
Report call immediately to Police (000), Security (400) and the Building Warden

Use additional paper as required