

PHONE THREAT CHECKLIST

KEEP CALM

Name (Print) Phone No Signature

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?
.....

Exact Wording of Threat

.....
.....
.....
.....
.....
.....
.....

Caller's 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 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

Notes

.....
.....
.....
.....
.....
.....
.....

Other

Gender of caller Male / Female Estimated age

Call Taken

Date Time
Duration of call
Number called

Action (Obtain details from Supervisor)

Report call immediately to
Phone Number
OR Security 400

Please report these details to Security and the Building Warden as soon as possible

Use additional paper as required