

Bomb Threat Telephone Checklist

The following guide will help you record the details of a bomb threat made by telephone.

Priority 1: Contact 911 if there is a direct threat of a bomb or other violent act.

Priority 2: Complete Checklist and give it to the Principal.

General Information

NAME OR NUMBER DISPLAYED ON YOUR PHONE

TIME OF THE CALL

TIME THE CALL WAS TERMINATED

EXACT WORDS OF THE CALLER IF POSSIBLE

Questions to Ask

What time is the bomb set to explode?

Where is the bomb located? floor? area? room#?

Is it in the open? concealed? disguised?

What kind of bomb is it?

What does the bomb look like?

Why was the bomb placed in the school?

How did the bomb get into the school?

Did the caller appear familiar with campus property by the description of the bomb location? Yes No

Identification Checklist (check all that apply)

Voice	Speech	Language	Manner	Background
Loud	Fast	Excellent	Calm	Office Machines
Intoxicated	Slurred	Confusing	Emotional	Party-like
Emotional	Righteous	Laughing	Musical	Voices
Soft	Slow	Good	Angry	Factory Machines
High-pitched	Distinct	Fair	Rational	Street Traffic
Deep	Distorted	Poor	Irrational	Airplanes
Raspy	Stutter	Foul	Coherent	Trains
Pleasant	Nasal	Deliberate	Incoherent	Animals



Bomb Threat Telephone Checklist, continued

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Is the caller:

Male Female

Calm Frightened

Young Middle-aged Middle-aged

Does the caller speak with an accent? Yes No

What type of accent?

Does the caller use slang expression? Yes No

If so, what are they?

Does the caller sound educated? Yes No

Is there background noise? Yes No

If so, what does it sound like?

Additional comments:

For the person who received the phone call

NAME

TELEPHONE

LOCATION

