

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 CALLTIME 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
