

BOMB THREAT CHECKLIST & TELEPHONE PROCEDURE

Instructions: Be calm, be courteous. Listen. Do not interrupt the caller. Notify supervisor or security officer by pre-arranged plan while caller is on the line.

Name of Operator: _____ Time: _____ Date: _____

Number at which call was received: _____

Caller's Identification: Male ___ Female ___ Adult ___ Juvenile ___ Approximate Age ___

Origin of Call: Local ___ Long Distance ___ Booth ___ Internal ___

<u>Voice Characteristics:</u>		<u>Language</u>	<u>Manner</u>	
___ Loud	___ Soft	___ Excellent	___ Calm	___ Angry
___ High Pitch	___ Deep	___ Good	___ Rational	___ Irrational
___ Raspy	___ Pleasant	___ Fair	___ Coherent	___ Incoherent
___ Intoxicated	___ Other	___ Poor	___ Deliberate	___ Emotional
		___ Foul	___ Righteous	___ Laughing

<u>Speech:</u>		<u>Accent:</u>	<u>Background Noises:</u>	
___ Fast	___ Slow	___ Local	___ Factory Machines	___ Trains
___ Distinct	___ Distorted	___ Not Local	___ Bedlam	___ Animals
___ Stutter	___ Nasal	___ Foreign	___ Music	___ Quiet
___ Slurred	___ Lisp	___ Race	___ Office Machines	___ Voices
			___ Mixed	___ Airplanes
			___ Street Traffic	___ Party

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING.

Questions to ask: When will it go off? _____

Where is it located? _____

What kind of bomb? _____

Why are you doing this? _____

Where are you calling from? _____

What is your name and address? _____

ACTION TO TAKE IMMEDIATELY AFTER RECEIVING CALL:

After the "caller" hangs up, recipient will press down on the receiver button, then release and dial 10 on the same line that the call was received. Listen for confirmation.