



Bomb Threat Checklist

In All Cases

- Notify Decision Makers & authorities
- Write/rewrite threat exactly as communicated

Phoned Threat

- Remain Calm & DO NOT HANG UP
- Signal on-site Decision Makers/authorities
- Copy down caller ID details if available
- Keep caller on the line and solicit info to fill out checklist thoroughly
- Record if possible
- Remain on site for interviews afterward

Verbal Threat


- If perpetrator leaves, note which direction
- Note description of person who made the threat (name, gender, height/weight/body size, distinguishing features, race, type/color clothing, hair & eye color, voice [loud, deep, accent])

Written Threat

- Handle document as little as possible
- Note the date/time/location found, situations/conditions surrounding discovery/delivery, personnel who witnessed the threat
- Secure the threat, do not alter. If small, place in bag/envelope. If large, secure the location.

Emailed Threat

- Leave the message open on the computer
- Print/photograph/copy message and subject line, noting date & time

 **WHO TO CONTACT: 911 or Local Authorities, your local Security Director, and the SCN Duty Desk when appropriate.**

EXACT THREAT WORDING

DATE:

TIME:

TIME CALLER HUNG UP:

THREAT RECIPIENT PHONE NUMBER:

ASK CALLER

- Where is the bomb located (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? YES NO
- Why?
- What is your name?

INFORMATION ABOUT CALLER

- Where is the caller located? (background/level of noise?)
- Estimated age:
- Is the voice familiar? If so, who does it sound like?
- Other points (Circle all that apply)

	Caller Voice	Background	Threat Language
Female	Excited	Animal Noises	Incoherent
Male	Laughter	House noises	Message read
Accent	Lisp	Kitchen noises	Taped message
Angry	Loud	Street noises	Irrational
Calm	Nasal	Booth	Profane
Clearing throat	Normal	PA system	Well-spoken
Coughing	Ragged	Conversation	
Cracking voice	Rapid	Music	
Crying	Raspy	Motor	
Deep	Slow	Clear	
Deep breathing	Slurred	Static	
Disguised	Soft	Office machinery	
Distinct	Stutter	Factory machinery	

