

EMCBC BOMB THREAT CHECKLIST

INSTRUCTIONS: Be calm. Be Courteous. Listen, do not interrupt the caller.
Once the call is ended, notify the DOE Security Specialist, Emergency Management Specialist or your immediate supervisor and dial 911 to notify police.

Name of Employee: _____

Number at which call received: _____

Length of Call: _____

Caller ID Information shown: _____

Date/Time: _____

Caller's Identity: Male Female Adult Juvenile

Appx. Age: _____

VOICE CHARACTERISTICS		SPEECH		LANGUAGE	
LOUD	SOFT	FAST	SLOW	EXCELLENT	GOOD
HIGH PITCH	DEEP	DISTINCT	DISTORTED	FAIR	POOR
RASPY	PLEASANT	STUTTER	NASAL	FOUL	
INTOXICATED		SLURRED	LISP		
OTHER:		OTHER:		OTHER:	

ACCENT		MANNER		BACKGROUND NOISES	
LOCAL	NOT LOCAL REGION	CALM	ANGRY	FACTORY NOISE	TRAINS
FOREIGN	DEEP	RATIONAL	IRRATIONAL	BEDLAM	ANIMALS
OTHER:		COHERENT	INCOHERENT	MUSIC	QUIET
		DELIBERATE	EMOTIONAL	OFFICE MACHINES	VOICES
		RIGHTEOUS	LAUGHING	MIXED	AIRPLANES
		OTHER:		STREET TRAFFIC	PARTY ATMOSPHERE
				OTHER:	

Did you recognize voice? _____

Exact wording of the threat: _____

BOMB FACTS

Pretend difficulty with hearing. Keep caller talking ~ If caller seems agreeable to further conversation, ask questions like:

When will it go off? _____ Certain Hour: _____ Time Remaining: _____

Where is it located? (building/floor) _____ Area: _____

What kind of bomb? _____ Type of container: (package, box, etc.) _____

How do you know so much about the bomb? _____

Where are you now? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Did caller appear familiar with building by his description of bomb location? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Do not touch any suspicious packages and clear away from the area designated as containing the bomb.