

EBCC-E1 BOMB THREAT CHECKLIST		
Date of Call:	Number at which call was received:	
Length of Call:	Time of Call:	
When is bomb going to explode?		
Where is it right now?		
What does it look like?		
What kind of bomb is it?		
Where are you?		
What is caller's name?		
Caller's Voice		
Calm	Crying	Deep
Angry	Normal	Ragged
Excited	Distinct	Clearing Throat
Slow	Slurred	Deep Breathing
Rapid	Nasal	Crackling Voice
Soft	Stutter	Disguised
Loud	Lisp	Foreign or Accent
Laughing	Raspy	Familiar
Background Sounds		
Street (cars, buses)	Animal Noises	
Airplanes	Clear	
Voices	Static	
PA System	Local Call	
Music	Long Distance Call	
House Noises (dishes, TV, etc)	Phone Booth	
Motor (fan, a/c)	Factory Machinery	
Office Machinery	Other (specify):	
Language		
Well Spoken (educated)	Irrational	Taped Message
Foul/Vulgar	Incoherent	Message read by threat maker
Person Taking Call:		
Phone Number:		
Approved: 11/1/16		

INSTRUCTIONS WHEN RECEIVING A BOMB THREAT MESSAGE
Listen carefully to what the caller is saying, while trying to get as much information, using the checklist.
Motion to a co-worker, if possible, and have them call 911 to let the dispatcher know that there is a possible bomb threat.
After the call is disconnected by the caller, do not hang up the phone. Press 9*57 first and then hang up the phone. (This procedure will "capture" the phone line so that the phone company can trace it).
DO NOT activate the fire alarm, as this may trigger the bomb to explode.
Take the Bomb Threat Checklist with you when you leave the building and give it to the police representative/incident commander. They may have more questions for you later, so print your name and phone number on the bottom of the form.
Additional Notes: