

BOMB THREAT CHECKLIST

A. Questions to Ask:

- When is the bomb going to explode?
- Did you place the bomb?
- Where is the bomb right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- What is your name?
- What is your address?

B. Caller's Voice:

<input type="checkbox"/> Normal	<input type="checkbox"/> Loud	<input type="checkbox"/> Nasal	<input type="checkbox"/> Lisp
<input type="checkbox"/> Angry	<input type="checkbox"/> Soft	<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Whispered
<input type="checkbox"/> Calm	<input type="checkbox"/> Ragged	<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> Disguised
<input type="checkbox"/> Excited	<input type="checkbox"/> Slurred	<input type="checkbox"/> Deep	<input type="checkbox"/> Raspy
<input type="checkbox"/> Slow	<input type="checkbox"/> Crying	<input type="checkbox"/> Distinct	<input type="checkbox"/> Accent: _____
<input type="checkbox"/> Rapid	<input type="checkbox"/> Laughing	<input type="checkbox"/> Stutter	<input type="checkbox"/> Familiar: _____

C. Background Sounds:

<input type="checkbox"/> Street Noise	<input type="checkbox"/> Voices	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Clear
<input type="checkbox"/> Music	<input type="checkbox"/> Animals	<input type="checkbox"/> House Noises	<input type="checkbox"/> Static

D. Bomb Threat Language:

<input type="checkbox"/> Well spoken	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Foul	<input type="checkbox"/> Irrational
<input type="checkbox"/> Taped	<input type="checkbox"/> Message Read		

E. Caller Description:

Sex: _____ Age: _____ Race _____

F. Explosions

In the event of an explosion in the building:

- TAKE COVER under a table or desk to protect you from flying glass and debris.
- After the effects of the explosion have subsided, contact the Security Manager
- If directed, activate the building's alarm system (see Emergency Evacuation Route Plan) and go to the Emergency Assembly Point.

G. Utilities

Electrical/Power Failure

If a blackout or brownout (a utility company reduction of voltage) occurs without warning:

- TURN OFF all equipment, appliances, and light switches to protect from surge and damage. Full cooperation during a brownout is important and may prevent total loss of electrical power.
- If it is necessary to evacuate, take a group of people with you since there are a limited number of flashlights.