

This checklist was received from the Connecticut State Emergency Management & Homeland Security.

Bomb Threat Checklist

Keep calm. Listen. Do not interrupt. Be courteous. Keep the caller talking. Ask the caller to repeat information. Record information. Notify a supervisor or co-worker that a bomb threat is in progress.

QUESTIONS TO ASK:

- 1. When is the bomb going to explode? _____
- 2. Where is the bomb? _____
- 3. What does it look like? _____
- 4. What kind of bomb is it? _____
- 5. What will cause it to explode? _____
- 6. Did you place the bomb? _____
- 7. Why? _____
- 8. Where are you calling from? _____
- 9. What is your address? _____
- 10. What is your name? _____
- 11. Is there more than one? _____

**DO NOT HANG UP THE PHONE
PUT ON AND USE ANOTHER EXTENSION OR
DIFFERENT PHONE**

EXACT WORDS OF THE THREAT:

Sex of caller: _____ Race: _____
 Age: _____ Length of call: _____
 Double/Single ring (circle one)
 Number at which the call is received: _____
 Time: _____ Date: ____ / ____ / ____

Report Call Immediately to School Administrator

Name _____ Date ____ / ____ / ____
 Phone number _____ Position _____

CALLERS VOICE:

- | | | |
|---|---|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy | <input type="checkbox"/> Rapid |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Soft | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Familiar | <input type="checkbox"/> Squeaky | <input type="checkbox"/> Whispered |

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

- | | | |
|------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Street | <input type="checkbox"/> Party | <input type="checkbox"/> Factory mach. |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Static | <input type="checkbox"/> Music |
| <input type="checkbox"/> Local | <input type="checkbox"/> House | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Construction | <input type="checkbox"/> Office |
| <input type="checkbox"/> Other | | |

THREAT LANGUAGE:

- | | | | |
|-------------------------------------|---------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Taped | <input type="checkbox"/> Foul | |
| <input type="checkbox"/> Irrational | | <input type="checkbox"/> Message read by | <input type="checkbox"/> Well Spoken |
| | <input type="checkbox"/> Threat Maker | <input type="checkbox"/> (Educated) | |

Remarks:
