

If you receive a telephone bomb threat:

1. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information about the device, the validity of the threat, or the identity of the caller.
2. Listen carefully for background noises.
3. Notify a supervisor or co-worker and have them immediately call 911 to notify police and x6065 to notify USG Security.
4. Note the phone number of the caller if your telephone has a display.
5. Gather as much information as possible. Use the Checklist, and ask questions in a polite and non-threatening manner.

WRITE DOWN THE EXACT WORDS OF THE CALLER AND ANY THREATS.

6. Upon completion of the call be sure Police and USG Security have been notified. Complete the checklist while the call is still fresh in your memory.
7. Remain available to answer questions from responding officers.
8. If the threat was received by another individual and he/she is relaying information to you, use the Checklist to gather as much information as possible.

Date of Call:	Phone # of Caller
Time Call Received: AM / PM	Time Call Concluded: AM / PM
Person Receiving Call:	Phone # Call Received On:

What were the EXACT WORDS of the caller? Ask them to repeat the message, if necessary.

Ask the following questions:

When is the bomb going to explode?
Where exactly is the bomb?
Did you place the bomb?
When did you put it there?
What does the bomb look like?
What kind of bomb is it?
What will make the bomb explode?
Why did you place the bomb?
What is your name?
Where are you?
What is your address?
Are you aware that it could kill or injure innocent people in addition to those you intend to hurt?

BOMB THREAT CHECKLIST (CONTINUED)

Characteristics of the Call:

Call Origination: <input type="checkbox"/> Local <input type="checkbox"/> Long Distance <input type="checkbox"/> Cell Phone <input type="checkbox"/> Unknown
Message: <input type="checkbox"/> Live <input type="checkbox"/> Recorded <input type="checkbox"/> Message read by caller

Characteristics Of the Caller (check all that apply)

Sex of Caller: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown
Estimated Age: <input type="checkbox"/> Child / Teen <input type="checkbox"/> Young Adult <input type="checkbox"/> Middle-aged Adult <input type="checkbox"/> Older Adult

Voice Qualities	
<input type="checkbox"/> Clear	<input type="checkbox"/> Distorted / Muffled
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Pitch-Low / Deep
<input type="checkbox"/> Raspy	<input type="checkbox"/> Smooth
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Unpleasant
Comments:	

Speech Pattern	
<input type="checkbox"/> Deliberate	<input type="checkbox"/> Hesitant
<input type="checkbox"/> Distinct	<input type="checkbox"/> Slurred
<input type="checkbox"/> Fast	<input type="checkbox"/> Slow
<input type="checkbox"/> Speech Impediment (Describe)	
<input type="checkbox"/> Accent (Describe)	
Comments:	

Language	
<input type="checkbox"/> Educated	<input type="checkbox"/> Uneducated
<input type="checkbox"/> Well-Spoken	<input type="checkbox"/> Foul
<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational
<input type="checkbox"/> English	<input type="checkbox"/> Non-English
<input type="checkbox"/> Unusual Phrases / Slang?	
Comments:	

Behaviors	
<input type="checkbox"/> Calm	<input type="checkbox"/> Angry
<input type="checkbox"/> Confident	<input type="checkbox"/> Nervous
<input type="checkbox"/> Blaming	<input type="checkbox"/> Fearful
<input type="checkbox"/> Depressed	<input type="checkbox"/> Agitated
<input type="checkbox"/> Laughing	<input type="checkbox"/> Crying
Comments:	

Background Sounds

<input type="checkbox"/> Airport / Airplanes	<input type="checkbox"/> House Noises	<input type="checkbox"/> Quiet	<input type="checkbox"/> Train
<input type="checkbox"/> Animals / Birds	<input type="checkbox"/> Music	<input type="checkbox"/> Restaurant / Bar	<input type="checkbox"/> Traffic / Street
<input type="checkbox"/> Children	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Talking / Voices	<input type="checkbox"/> Water / Wind
<input type="checkbox"/> Factory Machinery	<input type="checkbox"/> PA System	<input type="checkbox"/> Television	<input type="checkbox"/> Weapons
Comments:			

Observations / Comments

Did you recognize the voice? Who do you think it is?
Did the caller indicate in-depth knowledge of the facility?
Did the caller attempt to disguise their voice?
Comments: