

## Check List for Telephone Bomb Threat

EXACT TIME & DATE OF CALL:

EXACT WORDS OF CALLER:

Ask them to repeat the message, if necessary, and write as much as possible.

Keep calm.

Keep talking.

Don't hang up.

Signal a coworker to get on an extension and/or notify FPS, contract guards, or the local police.

ASK WHEN AND WHERE THE BOMB IS GOING TO EXPLODE? :

ASK WHAT THE BOMB LOOKS LIKE? :

ASK WHAT TYPE OF A BOMB IS IT? :

ASK WHAT WILL CAUSE IT TO DETONATE? :

ASK WHY THEY ARE DOING THIS? :

ASK WHERE ARE YOU CALLING FROM? :

TRY TO GET CALLERS FULL NAME:

TRY TO GET CALLERS EXACT LOCATION AND PHONE NUMBER:

LISTEN CAREFULLY TO THE VOICE; NOTE WHETHER IT'S A MAN OR A WOMAN; PITCH, ACCENT; CIRCLE THE FOLLOWING:

Calm	Slow	Nasal	Angry	Broke
Stutter	Disguised	Lisp	Sincere	Rapid
Giggler	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

IF THE VOICE IS FAMILIAR, WHO DID IT SOUND LIKE? :

BACKGROUND NOISES HEARD: (e.g. cars, train, etc.)

ANY OTHER PERTINENT INFORMATION:

PERSON RECEIVING CALL:

TELEPHONE NUMBER CALL RECEIVED AT:

NOTIFICATION TO FPS AND/OR IMMEDIATE SUPERVISOR (TIME/DATE) :

PRINT OUT AND WRITE IN ALL THE EMERGENCY NUMBERS FOR YOUR BUILDING.

TAPE THIS CARD ON YOUR DESK BY YOUR PHONE OR SOMEWHERE ELSE CLOSE TO YOUR PHONE FOR HANDY REFERENCE

### **EMERGENCY PHONE NUMBERS**

FEDERAL PROTECTIVE SERVICE:

BUILDING SECURITY:

POLICE/SHERIFF:

FIRE DEPARTMENT:

AMBULANCE:

HEALTH UNIT: