SHU BOMB THREAT/DANGEROUS DEVICE CALL CHECKLIST

A. WHEN YOU RECEIVE A BOMB THREAT OR OTHER DANGEROUS DEVICE CALL:
   - Be calm and courteous
   - Listen and do not interrupt a statement by the caller
   - Record as much information regarding the caller’s statements as you can
   - After the caller has completed the statement, pretend difficulty in hearing the caller (so that the caller may repeat)
   - After the statement, ask the questions listed below in Section B
   - At the end of the call fill in as much of the information requested on this form as you can
   - Notify 9-1-1 of the bomb threat call
   - Provide the completed form to responding police personnel

B. QUESTIONS TO ASK CALLER:
   - When is the bomb/device going to explode/activate?
   - Where is the bomb/device right now?
   - What does the bomb/device look like?
   - What will cause it to explode/activate?
   - Did you place the bomb/device?
   - Why did you place the bomb/device?
   - What is your address?
   - What is your name?

C. CALL INFORMATION:
   TELEPHONE # RECEIVED FROM (CALLER ID): ______________________ TEL # RECEIVED ON: ______________________
   TIME OF CALL: _______________ DATE OF CALL: _______________ LENGTH OF CALL: _______________

D. CALLER:
   Male _____ Female _____ Adult _____ Juvenile _____ Age _____ Race _____ Calm _____ Angry _____
   Excited _____ Laughter _____ Crying _____ Giggling _____ Nervous _____ Loud Voice _____ Soft Voice _____
   Deep Voice _____ High Pitched Voice _____ Raspy Voice _____ Nasal Voice _____ Ragged Voice _____
   Crackling Voice _____ Disguised Voice _____ Deep Breathing _____ Stutter _____ Lisp _____ Clearing Throat _____
   Accent (and type) ______________________________
   Slow Speech _____ Rapid Speech _____ Normal Speech _____ Distinct Speech _____ Slurred Speech _____
   Is voice familiar? ____ If so, who does it sound like?________________________________________________

E. BACKGROUND SOUNDS:
   Street noise _____ Restaurant noise _____ House noise _____ Voices _____ PA system _____ Music _____
   Engine/Motor noise _____ Animal noise _____ Factory noise _____ Office noise _____ Static _____ Clear _____
   Local call _____ Long distance call _____ Phone booth _____ Traffic noise _____
   Other background noise ______________________________

F. THREAT LANGUAGE:
   Well spoken _____ Foul _____ Irrational _____ Incoherent _____ Taped message _____ Message read by caller _____
   Organization or cause identified ______________________________
   Favorite phrases of caller ______________________________

G. WORDING OF THREAT:

H. PERSON RECEIVING CALL: ________________________ CONTACT TELEPHONE # ________________________