

# Phone Threat Checklist

**Remember To Remain Calm**

**Who received the call?**

Name (print) Signature: .....

Telephone number called: .....

Date call received: ..... Time received: .....

**General Questions To Ask The Caller**

What is it?
When is the bomb going to explode? OR When will the substance be released?
Where did you put it? What does it look like? When did you put it there?
How will the bomb explode? OR How will the substance be released?
Did you put it there?
Why did you put it there?

Bomb Threat Questions	Chemical/Biological Threat Questions
What type of bomb is it?	What kind of substance is in it?
What is in the bomb?	How much of the substance is there?
What will make the bomb explode?	How will the substance be released?
	Is the substance a liquid, powder or gas?

**Exact Wording Of Threat:** .....

**Analysis Of Caller's Voice**

Sex:	Accent:		Voice:		Speech:		
Male	Australian	Irish	Angry	Obscene	Fast	Lisp	Distinct
Female	American	European	Soft	Loud	Slurred	Muffled	Other:
	Asian	British	Child	Giggling	Stutter	Slow	
	Middle Eastern	Other:	Calm	Other:	Clear	Distorted	

Duration of Call: ..... Did the caller appear familiar with the area? Yes / No ..... Estimated Age: .....

Comments from person receiving the call: .....

**DO NOT HANG UP - REMEMBER TO KEEP CALM**

This material is for guidance and general information purposes only. It is not intended to give specific legal or risk management advice nor are any suggestions, checklists or action plans intended to include or address all possible risk management exposures or solutions. You should seek professional advice tailored to your own circumstances.