

Administrative Procedures

AP Appendix 1600 C: Bomb Threat Checklist

Call Information:							
Date of Call:	Phone # of Caller:	Phone # of Caller:					
Time Call Received:	Time Call Concluded:						
□AM □PM	□AM □PM						
Person Receiving Call: Phone # Call Received On:							
What were the EXACT WORD necessary.	OS of the caller? Ask them to repeat th	he messa	ige, if				
Ask the following questions:							
When is the bomb going to exp	olode?						
Where exactly is the bomb?							
Did you place the bomb?	□Yes □No						
When did you put it there?							
What does the bomb look like?	?						
What kind of bomb is it?							
What will make the bomb expl	lode?						
Why did you place the bomb?							
What is your name?							
Where are you?							
What is your address?							
Are you aware that it could kil those you intend to hurt?	ll or injure innocent people in addition to	□Yes	□No				



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Characteristics of t	the Call:							
Call Origination:	□Local	□Long Dis	tance	□Cell Phone	□Uı	nknown		
Message:	□Live	□Recorde	d	□Message rea	nd by caller			
Characteristics of the Caller (check all that apply):								
Sex of Caller:	□Male	□Fei	nale	□Unknown				
Estimated Age:	□Child/Te	en 🗆 You	ung Adult	□Middle-A	ged Adult	□Senior		
Voice Qualities:				h Pattern:				
□Clear	□Distorted/Muffled		□Deliberate		□Hesita	□Hesitant		
□Loud	□Soft		□Distinct		□Slurred			
□Pitch - High	□Pitch - Low/Deep		□Fast		□Slow	□Slow		
□Raspy	□Smooth □		□Spee	□Speech Impediment				
□Pleasant □Unpleasent		□Accent (describe)						
Comments:			Comme	ents:				
Language:			Behav	iours:				
□Educated	□Uneducated		□Calm		□Angry	□Angry		
□Well Spoken	□Foul		□Confident		□Nervo	□Nervous		
□Rational	□Irrational		□Blaming □Fearful		l			
□English □Non-English		□Depressed □Agitated		ed				
□Unusual Phrases/Slang		□Laughing □Crying						
Comments:			Comme	ents:				
Background Sounds:								
□Airport/Airplanes	□Airport/Airplanes □House Noises		□Quiet		□Train			
□Animals/Birds	□Animals/Birds □Music		□Restaurant/Bar		□Traffic	□Traffic/Street		
□Children	□Children □Office Machinery		□Talk	\Box Talking/Voices \Box Water/Wind		/Wind		
☐Factory Machinery	⁄ □PA Sy	stem	□Tele	evision	□Weapo	ons		
Comments:								
Observations and C	ther Comn	nents:						
Did you recognize the voice?				□Yes	□No			
Who do you think it is?								
Did the caller indicate in-depth knowledge of the facility?				□Yes	□No			
Did the caller attempt to disguise their voice?				□Yes	□No			
Additional Commen	ts:							