

Bomb Threat Checklist

If you receive a bomb threat, get as much information as possible, remember the caller's exact words.

Ask the following questions:

1. Where is the bomb located? Floor, room number, hallway, etc.

2. What kind of bomb is it?

3. What does it look like?

4. What time is it set to detonate? What will set it off?

5. Why bomb this building? Many innocent people are in here.

Report this information to Building Services

1. Date of call _____ Time call received _____ Time call ended _____

2. Male _____ Female _____ Adult _____ Child _____

3. Estimated age _____ Accent/Dialect _____

4. Tone of voice _____

5. Familiar voice _____

6. Background voice / noise _____

7. Name of person receiving the call _____