

# PHONE THREAT CHECKLIST - Keep Calm

Name:

Signature:

Phone No.:

## General questions to ask

1. What is it
2. When is the bomb going to explode OR When will the substance be released
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will the bomb explode? OR How will the substance be released?
7. Did you put it there?
8. Why did you put it there?

## Callers Voice

Accent (specify)  
 Any impediment (specify)  
 Voice (loud, soft etc)  
 Speech (fast, slow etc)  
 Diction (clear, muffled etc)  
 Manner (calm, emotional etc)  
 Did you recognise the caller?  
 If so, who do you think it is?  
 Was the caller familiar with the area?

## Threat language

Well spoken  
 Incoherent  
 Irrational  
 Taped  
 Message read by caller  
 Abusive  
 Other

## Chemical/ Biological Threat questions

1. What kind of substance is in it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas?

## Background Noises

Street  
 House  
 Aircraft  
 Voices  
 Music  
 Machinery  
 Other  
 Local call  
 STD call

## Bomb Threat Questions

1. What type of bomb is it?
2. What is in the bomb?
3. What will make the bomb explode?

## Other

Gender of caller    Male/ Female    Estimated age

## Call Taken

Date:                      Time:                      Duration:

Number Called

## Exact Wording of Threat

## Notes

## Action

Report call immediately to Police (000), Security (400) and the Building Warden

Use additional paper as required