PHONE BOMB-THREAT CHECKLIST

Remember to keep calm

Important questions to ask

Where did you put it?

When is the bomb going to explode?

What does it look like?

Exact wording of threat

Threat:

General questions to ask

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

What type of bomb is it?

What is in the bomb?

What will make the bomb explode?

Chemical/biological threat questions

What kind of substance is in it?

How much of the substance is there?

How will the substance be released?

Is the substance a liquid, powder or gas?

For immediate or emergency advice please contact your local police service.
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Other questions to ask

What is your name?
Where are you?
What is your address?

Notes for after the call

CALLER’S VOICE
Accent (specify):
Any impediment (specify):
Voice (loud, soft, etc):
Speech (fast, slow, etc):
Dictation (clear, muffled):
Manner (calm, emotional, etc):
Did you recognise the caller?
If so, who do you think it was?
Was the caller familiar with the area?

THREAT LANGUAGE
Well spoken:
Incoherent:
Irrational:
Taped:
Message read by caller:
Abusive:
Other:

BACKGROUND NOISES
Street noises:
House noises:
Aircraft:
Voices:
Music:
Machinery:
Local call noise:
STD:

OTHER
Sex of the caller:
Estimated age:

CALL TAKEN
Duration of call:
Number called:

ACTION (Obtain details from supervisor)
Report call immediately to:
Phone number:

Who received the call

Name (print):
Telephone number:
Date call received:
Time received:

Signature: