

Bomb Threat Checklist University of Holy Cross

Be **calm** and **courteous**. **LISTEN**. Do not interrupt the caller. Complete this form during the call or as soon as possible after the caller has hung up. Notify supervisor and call 911.

Date: _____ Time of call: _____ am/pm Length of call: _____
Number at which call was received _____ By whom: _____

Questions to ask:

- 1) When is the bomb going to explode? _____
- 2) Where is it right now? _____
- 3) What does it look like? _____
- 4) What kind of bomb is it? _____
- 5) What will cause it to explode? _____
- 6) Did you place the bomb? _____
- 7) Why? _____
- 8) What is your name? _____
- 9) What is your address? _____
- 10) What is your phone number? _____

Exact words of caller:

Did the caller seem familiar with the building? ☐ Yes ☐ No

Voice tone: ☐ Loud ☐ Soft ☐ Whispered ☐ High pitch ☐ Deep ☐ Raspy ☐ Pleasant ☐ Intoxicated ☐ Other _____	Speech Pattern: ☐ Fast ☐ Slow ☐ Distinct ☐ Distorted ☐ Nasal ☐ Lisp ☐ Stutter ☐ Slurred ☐ Other _____	Language/Grammar: ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Foul ☐ Accent ☐ Other _____	Background sounds: ☐ Airplane ☐ Animal noises ☐ Bedlam ☐ Crockery ☐ Factory ☐ Machinery ☐ Music ☐ Office machines ☐ PA System ☐ Party Atmosphere ☐ Quiet ☐ Street traffic ☐ Television ☐ Trains ☐ Voices – adult ☐ Voices – children ☐ Other _____
Manner: ☐ Calm ☐ Angry ☐ Rational ☐ Irrational ☐ Coherent ☐ Incoherent ☐ Emotional ☐ Laughing ☐ Deliberate ☐ Righteous ☐ Nervous/Excited	Ethnicity/Race: ☐ African-American ☐ Asian ☐ Caucasian ☐ Hispanic ☐ Other _____	Phone: ☐ Local ☐ Long distance ☐ Booth ☐ Clear ☐ Static ☐ Cell phone ☐ Inside building ☐ Other _____	

Call reported to: Name _____

Position _____