

APPENDIX C: Bomb Threat Checklist

Date: Person receiving call: Phone Ext:

When receiving a threatening phone call, remain calm and take notes. Try to find out as much as possible about the caller and threat.

ASK THESE KINDS OF QUESTIONS:			
When is the bomb going to explode?	Where is the bomb located?	What kind of bomb is it?	What does the bomb look like?
What will cause it to explode?	How do you know about this?	What is your name?	Why are you wanting to hurt or kill people?

If possible, record the EXACT WORDING OF THE THREAT:

CALLER'S IDENTITY:					
Male/Female:		Approx. age:		Race:	

VOICE CHARACTERISTICS:							
Calm:		Excited:		Whisper:		Shouting:	
Slow:		Rapid:		Soft:		Loud:	
Slurred:		Nasal:		High pitch:		Deep:	
'Normal':		Clipped:		Angry:		Laughing:	
Cracking voice:		Stuttering:		Crying:		Coughing:	
Other:							

LANGUAGE USED BY CALLER:							
English first language:		English second language:		Afrikaans:		Xhosa:	
Mixed languages:		List languages used:					
Excellent grammar		Fair grammar:		Poor grammar:		Other:	
Foul language:		Reading a message:		Other:			

BACKGROUND SOUNDS:							
Street noises:		Radio / music:		Long distance:		Cell phone:	
Animal noises:		Other voices:		Local call:		Clear line:	
Machine noises:		Water noises:		Landline:		Static line:	
Traffic noises:		Rain / wind / storm noise:		Payphone:		Interrupted:	
Other:							