Appendix A:  

**BOMB THREAT CHECKLIST**

**Time Call Received:** (approx.)  
**Time Call Finished:** (approx.)  
**Date:**

**Exact Words of Person Making Threat:**

________________________________________________________________________

**Questions to Ask:**

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Who placed the bomb?
- Why?
- What is your address?
- What is your name?
- What gender is caller? __________  
- Age __________  
- Accent __________  
- Length of call __________

**Caller’s Voice:** (Please Circle)

- Calm
- Angry
- Excited
- Slow
- Rapid
- Nasal

- Laughing
- Crying
- Normal
- Distinct
- Slurred
- Deep breathing
- Lisp
- Raspy
- Deep
- Ragged
- Clearing throat
- Loud
- Distinguished

If familiar, who did it sound like?

**Background Sounds:**

- Street noise
- Kitchen noises
- Office machines
- Local call
- Animal noises

- House noises
- Motor
- Long distance call
- PA system
- Phone booth
- Clear
- Static
- Voices
- Factory noises
- Music
- Other
- Distinguished

**Details**

- Threat Language:
  - Educated
  - Foul
  - Incoherent
  - Irrational
  - Taped message

**Message read by threat maker**

- Remarks:

**Fill out completely during or immediately after bomb threat:**  
**Date:** __________  
**Time:** __________

- Name __________  
- Position __________  
- Phone: __________

*****REPORT CALL IMMEDIATELY TO DISTRICT POLICE, 9-9-1-1*****

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Document all other details even if they seem trivial or unimportant.