

TELEPHONE CHECKLIST FOR TERRORISTIC THREATS

INSTRUCTIONS: Be calm. Be courteous. Listen! Do not interrupt the caller. Complete this form during your conversation. Keep the caller talking as long as possible.

Ask the caller the following:

What is the threat? Describe *(write on back if necessary)*: _____

Phone Number calling, (if available): _____

If a bomb ask the following:

- **When will the bomb explode?** _____
- **Where is it right now?** _____
- **What kind of bomb is it?** _____
- **Is there more than one bomb?** _____
- **Did you place the bomb?** _____
- **What will cause it to explode?** _____
- **Why are you doing this?** _____

What is your name? _____

What is your address? _____

Exact words of threat *(write on back if necessary)*: _____

- VOICE CHARACTERISTICS:**
- | | | | | |
|------------------------------------|-----------------------------------|--|---|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughter | <input type="checkbox"/> Man | <input type="checkbox"/> Woman | <input type="checkbox"/> Child |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Lisp | <input type="checkbox"/> Raspy | <input type="checkbox"/> Well Spoken |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent/Irrational |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | <input type="checkbox"/> Message read by caller | |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Slurred | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Taped | |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal | <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Serious | |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Unconvincing | |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent | <input type="checkbox"/> Familiar | | |

If voice is familiar, whom did it sound like? _____

Background Noise:

- | | | | |
|---|------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Voices | <input type="checkbox"/> Static | <input type="checkbox"/> Music | Origin of Call: |
| <input type="checkbox"/> Traffic Sounds | <input type="checkbox"/> Clear | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Local call |
| <input type="checkbox"/> Party Atmosphere | <input type="checkbox"/> Machinery | | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Animal | <input type="checkbox"/> PA System | | <input type="checkbox"/> Cell Phone |

After caller hangs up, go over this form and complete missing details. Then immediately contact:

- **Police.....9-911**
- **Your Supervisor (Name):** _____
- **Campus Security.....Extension 830 or Cell 649-1188**

DATE: _____ **TIME RECEIVED:** _____ **RECEIVED BY:** _____

PHONE NUMBER WHERE CALL WAS RECEIVED: _____

Original: Business Services; Copy: Police Officials; Copy: Departmental Files