

General Services Administration

Bomb Threat Checklist

Important: Remain Calm

Section I- Instructions

When receiving a bomb threat:

Stay calm and courteous and report threat immediately to 911 and to the chain of command.

Time Call Received _____ Incoming Extension Number _____

Exact wording of threat:

Section II --PERTINENT INFORMATION

Question the caller about the following:

1. What type of bomb is it? _____

2. When is the bomb going to go off? Date: _____ Time: _____

3. Where is it right now? Building _____ Floor _____ Room _____

4. Who put it there? _____

5. What does it look like? _____

6. What will trigger it? _____

7. Who made the bomb? _____

8. Why are you doing this? _____

9. What is your name? _____

10. What is your phone number/address? _____

SECTION III--DESCRIPTION OF CALLER'S VOICE

MALE	FEMALE	UNKNOWN
YOUNG	OLD	MIDDLE AGED
CALM	EXCITED	REFINED
ACCENT	SLANG	ROUGH
NERVOUS	IMPAIRED SPEECH	BACKGROUND NOISES

DESCRIBE NOISES IF ANY:
