

# General Services Administration Chemical/Biological Threat Checklist

*Important: Remain Calm*

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## Section I- Instructions

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*When receiving a chemical/biological 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 used by caller:

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## Section II --PERTINENT INFORMATION

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Question the caller about the following:

1. What chemical or biological agent is it? \_\_\_\_\_

2. When is the agent going to be released? (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 cause it to spread? \_\_\_\_\_

7. What will trigger it? \_\_\_\_\_

8. Where did you get the agent? \_\_\_\_\_

9. Why are you doing this? \_\_\_\_\_

10. What is your name? \_\_\_\_\_

11. What is your phone number/address? \_\_\_\_\_

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## SECTION III--DESCRIPTION OF CALLER'S VOICE

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

DESCRIBE NOISES IF ANY:

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