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| **SAMPLE TELEPHONE BOMB THREAT CHECKLIST** |

**STAY CALM**

**Date call received: / /** **Time of call:** **Time call ended:**

**EXACT WORDING OF THREAT**

………………………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………………………..

**Could you identify the caller’s phone number?** ……………………………………….………………………………………..

**DON’T HANG UP KEEP THE CALLER TALKING**

**ASK THE CALLER**

**When is the bomb going to explode?** ……………………………………………………………………………………..…………..

**Where is the bomb?** …………………………………………………………………………………………………………………..………….

**What will make the bomb explode?** ………………………………………………………………………..…………………..……….

**What kind of bomb is it?** ……………………………………………………………………………………………..……………..…………

**What does the bomb look like?** …………………………………………………………………………………..…..……………………

**Why did you place the bomb here?** ……………………………………………………………………………….……...................

**Where are you now?** ……………………………………………………………………………………………………………….…………….

**What is your name?** ………………………………………………………………………………………………………………….……………

**What is your address?** ……………………………………………………………………………………………………………….…………..

**When was the bomb placed here?** …………………………………………………………………………………………………………

**Who placed the bomb?** ………………………………………………………………………………………………………….………........

**DON’T HANG UP** *(the call may be traceable if the phone line is kept open, even if the caller hangs up!)*

**CALL DETAILS** *(where possible to obtain)*

**Did you recognise the caller? ………… If so, who do you think it was?** …………………………………………

**Was the call:** £**Robotic/Automated**  £**In-Person** £**Pre-Recorded**

**Estimated age of caller?** ……………… **Did the caller seem familiar with the site?** ………………………………..

**Characteristics of the call:**

|  |  |  |  |
| --- | --- | --- | --- |
| **VOICE** | **SPEEECH** | **MANNER** | **BACKGROUND NOISES** |
| £ Man | £ Fast | £ Hesitant  | £ Music |
| £ Woman | £ Slow | £ Calm | £ Talk/voices |
| £ Child | £ Well spoken  | £ Angry | £ Typing |
| £ Muffled | £ Impeded | £ Emotional | £ Children |
| £ Unknown | £ Stutter | £ Loud | £ Traffic/street |
| Accent:  | £ Nasal | £ Soft | £ Machinery |
| **TELEPHONE** | £ Uneducated | £ Pleasant | £ Aircraft |
| £ Mobile | £ Lisp | £ Raspy | £ Trains |
| £ Landline £ Internal Ext | £ Incoherent | £ Intoxicated | £ Railway crossing |
| £ Overseas | £ Slurred: | £ Irrational | £ Construction |
| £ Unknown | £ Other: | £ Other: | £ Other: |

**Phone number call received on:** …………………. **Service Phone system (e.g. menu):** …………………………

**Who did you report the threatening call to?** ………………… **Date: / / Time**: ………………..

**YOUR NAME: ………………………………………….. FACILITY: ………………………………………………………….**