

BOMB THREAT CHECKLIST

CALL 911 IMMEDIATELY: *(If possible, have someone else call 911 during the verbal bomb threat via telephone.) After calling 911, immediately contact The Management Office at (617) 295-0020*

All employees, especially those answering phones, should keep a copy of this checklist on their desk or near their phone at all times in the event a bomb threat is received.

Tenant Company Name: _____

Name of Person Taking Call: _____ **Title:** _____

Date: _____ **Phone number call came in on:** _____

Time call was received: _____

IF POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What will cause the bomb to explode? _____
4. Did you place the bomb? _____
5. Why did you place the bomb? _____
6. Sex of caller: _____
7. Approximate length of call: _____

PLEASE CHECK THE ADJECTIVES THAT APPLY TO THE SOUND OF THE CALLER'S VOICE:

- Calm
- Laughing
- Lisp
- Disguised
- Angry
- Crying
- Raspy
- Accent
- Excited
- Normal
- Deep
- Familiar (if so, who did it sound like?) _____
- Slow
- Cracking Voice
- Slurred Voice
- Loud
- Nasal
- Rapid
- Clearing Throat
- Stutter
- Deep Breathing
- Soft

Describe Threat Language:

- Well spoken
- Educated
- Foul
- Irrational
- Incoherent Taped

Describe Any Background Sounds Heard:

- Street Noises
- Crockery
- Voices
- PA System
- Static
- House Noises
- Motor
- Factory or Machinery
- Local
- Long Distance
- Telephone Booth
- Clear
- Cell Phone
- Music
- Animals
- Office
- Other

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