BOMB THREAT CHECKLIST

Use this checklist to help determine the seriousness of any threat and to assist

 in identifying the caller.

**Report any threatening phone calls, crimes and suspicious activity**

 **to the Capitol Police at 296-1111.**

Threatening Phone Calls:

**LISTEN** – Do no interrupt except to obtain the following information.

**QUESTIONS TO ASK:**

**Bomb Threats**

1. When is the bomb going to explode?

2. Where is it located?

3. What does it look like?

4. What is your name?

5. Where do you live?

**Bodily Threats**

1. Name of the person being threatened?

2. When will this happen?

3. Why are they being threatened?

**Try to obtain the following?**

**CALLER’S VOICE:**

\_\_\_ Calm \_\_\_ Female

\_\_\_ Angry \_\_\_ Male

\_\_\_ Excited \_\_\_ Raspy

\_\_\_ Soft \_\_\_ Loud

**BACKGROUND SOUNDS:**

\_\_\_ Street Noises

\_\_\_ Traffic Noises

\_\_\_ Office Noises

\_\_\_ Local or Long Distance

\_\_\_ Plane, Train

\_\_\_ TV or Radio

**Mail Bomb Recognition**

1. Restricted markings such as confidential, personal, etc

2. Excessive postage

3. No return address

4. Foreign mail

5. Handwritten or poorly typed addresses

6. Excessive securing material such as masking tape or string

7. Excessive weight, or lopsided packages

8. Pictures, drawings, or visual distractions

**Immediate Action:**

**Notify your supervisor, and call the Capital Police immediately.**

**Write down the caller’s message in its’ entirety, and note your perceptions of the call.**

Phone Number the threat was received on:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_ Date: / /

Remarks:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_