Bomb Threat Checklist

Webster UNIVERSITY

Bomb threats are serious until proven otherwise. Remain calm and obtain information using this checklist.

Time and Date of Bomb Threat Call

Call Received: _____ a.m. / p.m. Call Terminated: _____ a.m. / p.m. Date of Call: _____

Exact Words of Threat

_____

_____

_____

Questions to Ask the Caller *(Delay and ask the caller to repeat what they said)*

When is the bomb set to explode? **A:** _____

What kind of a bomb is it? **A:** _____

Where is the bomb located? **A:** _____

What does the bomb look like? **A:** _____

Why did you place it or who placed it and why? **A:** _____

Voice Description of Caller

Sex: ☐ Male ☐ Female

Age: ☐ Young ☐ Middle Aged ☐ Old

Tone: ☐ Calm ☐ Nervous ☐ Refined ☐ Rough

☐ Speech Impediment ☐ Accent (what type?) _____

☐ If you recognized the voice, who do you think it was?

_____

Background Noises

☐ Music ☐ Running Motor ☐ Traffic ☐ Whistles ☐ Bells ☐ Horns ☐ Aircraft ☐ Tape Recorder ☐ Machinery

☐ Other Information: _____

Additional Information

Did the caller indicate knowledge of the building/area? If so, how and in what way? _____

_____

What was on your telephone display? _____

_____ _____

Signature **Date**