



THREAT PROCEDURES CHECKLIST

This quick reference checklist is designed to help employees and decision makers respond to a threat, including bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most threats are

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

CONTACT 911

Threat Checklist (including bomb threats)

Date: _____ Time: _____

Time Caller Hung Up: _____

Phone Number Where Call Received: _____

Exact Words of Threat:

Ask Caller

- Where is the threat or bomb located (building, floor, room, etc.)?
- When will event happen/When will bomb go off?
- What does person committing violence/bomb look like?
- What weapons does person intend to use/What kind of bomb is it?
- What will trigger violence/make bomb explode?
- Are you the person committing violent acts/Did you place the bomb?
- Why?
- What is your name?

Information About Caller

Where is the caller located?
(background/level of noise) _____

Estimated Age: _____

Is voice familiar?
If so, who does it sound like? _____

OTHER POINTS

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Staircase Islamic Arabic Hebrew Other	