

# PARKWAY TOWERS

## BOMB THREAT CHECKLIST

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Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Remain calm and obtain information with the checklist below.

### **DO NOT:**

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

### **Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected

### **If a bomb threat is received by phone:**

1. Remain calm. Use checklist below. (You may want to print the checklist and place under your telephone for easy access.)
2. If your phone has a display, copy the number and/or letters on the window display.
3. The most crucial information you can obtain from the caller is **detonation time, location, and appearance of the bomb**.
4. Don't hang up. Have someone call 911 from another phone. Give the phone number where the bomb threat is received.

### **If a bomb threat is received by note:**

- Call 911 immediately.
  - Do not handle the note.
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# BOMB THREAT CHECKLIST

**Exact words of threat:**

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**Time of call:** \_\_\_\_\_

**Number where phone call was received:** \_\_\_\_\_

**Ask in order:**

1. When will it explode? \_\_\_\_\_
2. Where is it located? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will make it explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_ Why? \_\_\_\_\_
7. What is your name? \_\_\_\_\_
8. Where are you? \_\_\_\_\_

**Caller's voice:**

- |  |   |                                  |
|--|---|----------------------------------|
| <input type="checkbox"/> Accent          | <input type="checkbox"/> Distinct                 | <input type="checkbox"/> Nasal   |
| <input type="checkbox"/> Angry           | <input type="checkbox"/> Excited                  | <input type="checkbox"/> Normal  |
| <input type="checkbox"/> Calm            | <input type="checkbox"/> Familiar, like:<br>_____ | <input type="checkbox"/> Ragged  |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Female                   | <input type="checkbox"/> Rapid   |
| <input type="checkbox"/> Cracking voice  | <input type="checkbox"/> Laughter                 | <input type="checkbox"/> Raspy   |
| <input type="checkbox"/> Crying          | <input type="checkbox"/> Lisp                     | <input type="checkbox"/> Slow    |
| <input type="checkbox"/> Deep            | <input type="checkbox"/> Loud                     | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Deep breathing  | <input type="checkbox"/> Male                     | <input type="checkbox"/> Soft    |
| <input type="checkbox"/> Disguised       |   | <input type="checkbox"/> Stutter |

**Background sounds:**

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|--|--|---|
| <input type="checkbox"/> Animal            | <input type="checkbox"/> House         | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Booth             | <input type="checkbox"/> Kitchen       | <input type="checkbox"/> PA system        |
| <input type="checkbox"/> Clear             | <input type="checkbox"/> Local         | <input type="checkbox"/> Static           |
| <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Long distance | <input type="checkbox"/> Street           |

**Threat language:**

- |                                     |                                       |                                      |
|-------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message read | <input type="checkbox"/> Taped       |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Profane      | <input type="checkbox"/> Well-spoken |