

**TELEPHONE OPERATORS CHECK LIST – BOMB THREAT
9-1-1 AND BUILDING MANAGEMENT 952-921-2050**

If you receive a bomb threat call, keep calm. If possible, record the call. Advise the caller if you can, that the detonation of the bomb may kill or injure innocent people. Obtain as much of the following information as possible.

BOMB THREAT CHECKLIST

Exact time of the call: _____

Exact words of the caller: _____

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken	Normal	Accent
Stutter	Slow	Sincere	Lisp	Rapid	Slurred	Stressed
Giggling	Deep	Crying	Squeaky	Excited	Loud	

If the voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks? _____

Person receiving the call: _____

Telephone number call received at: _____ Date: _____

Report the call immediately to your Supervisor. Bomb threats and searches will be managed in accordance with the Bloomington Police Department Policy.