

Brookfield

BOMB THREAT RESPONSE AND DESCRIPTION CHECKLIST

Telephone Procedures

DATE: / / TIME RECEIVED: : AM/PM CONCLUDED: : AM/PM

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- REMAIN CALM, BE COURTEOUS, LISTEN TO, AND DO NOT INTERRUPT THE CALLER
 - GET ATTENTION OF ANOTHER PERSON – GIVE NOTE SAYING “CALL POLICE – BOMB THREAT” 911
 - IF YOUR PHONE HAS CALLER ID DISPLAY, RECORD NUMBER OF INCOMING CALL _____
 - WRITE DOWN EXACT WORDS OF THE CALLER AND THREAT
 - DON'T HANG UP THE PHONE. LEAVE LINE OPEN
 - NOTIFY A SUPERVISOR

RECORD EXACT WORDING OF THREAT _____

TRY TO KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:

- 1. WHEN WILL IT EXPLODE? AT WHAT TIME? _____
- 2. WHERE IS IT LOCATED? WHAT FLOOR? ROOM? _____
- 3. WHAT DOES IT LOOK LIKE? _____
- 4. WHAT KIND OF BOMB IS IT? _____
- 5. WHAT WILL SET IT OFF? _____
- 6. WHY ARE YOU DOING THIS? _____
- 7. WHO ARE YOU? _____
- 8. ARE YOU AWARE THAT IT COULD KILL OR INJURE INNOCENT PEOPLE IN ADDITION TO THOSE YOU INTEND TO HURT?