



West Valley - Mission
Community College District

Bomb Threat Checklist



**Keep the caller on the phone as long as possible. Ask them to repeat the message.
Call County Communications to trace the call. 9-1-1 or 408 299-3233
Don't use radios or cell phones if a bomb is suspected!
Notify Police ASAP!**

Date Received: _____ Time Received: _____ Time Ended: _____

Call came in on what phone line/extension? _____ Local? Long Distance?

Be calm and respectful. Do not hang up. If possible, get a Supervisor's Attention.

Ask the Caller:

- **Where** is the bomb?
- **When** is it set to explode?
- **What kind** of bomb/device is it? (explosive / chemical / biological / radiological)
- **Is there more than one bomb?**
- **What** does it look like?
- **What** will cause it to blow up/go off?
- **How do you know so much** about the bomb?
- **Why** hurt innocent people?
- **Who** placed the bomb here?
- **What** do you want us to do?
- **Where** are you right now?
- **What** is your Name / Organization name?
- **What** is your Phone Number? Address?

Sex of Caller: Male / Female **Age:** Adult / Juvenile **Approximate Age:**

Connection: Clear? Static? Echo? Other?

Sounds you heard (Circle all that apply)

Background Noises

Cars / Trucks / Trains / Planes / Motors / Busses / Traffic Noises

Restaurant / Kitchen / Factory Machines / Construction Equipment

Office Machines / Other telephones ringing / Phone Booth

Quiet / Voices / Crowds / Bedlam / Party Atmosphere / Animals / PA System / Music

Other?

Voice Characteristics

Accent? Type?

Loud / Soft

High Pitch / Deep

Clearing throat / Cracking

Pleasant / Raspy

Intoxicated

Other

Speech Pattern

Fast / Slow

Distinct / Distorted

Stutter / Impediment

Deep breathing

Slurred / Lisp / Nasal

Recorded / Automated

Other

Language

Profanity

Foreign

Educated / Uneducated

Use of certain words or phrases

Other

Manner

Did you recognize the voice?

Calm / Excited / Rational / Irrational

Angry / Crying / Laughing / Emotional / Righteous

Coherent / Incoherent

Other

Write the EXACT words of the caller here.

Did the caller seem to be familiar with the building or personnel? In what way?

Name of person who received the call:

Phone number:

Name of person filling out the Bomb Threat Form (if different than person receiving)