

## BOMB THREAT CHECKLIST

### Prominent Pointe

**CALL 911 IMMEDIATELY:** *(If possible, have someone else call 911 during the call.) After calling 911, immediately contact the Building Management Office at (512) 330-4012.*

All employees, especially those answering phones, should keep a copy of this checklist on their desk or near their phone at all times in the event a bomb threat is received.

**Tenant Company Name:** \_\_\_\_\_

**Name of Person Taking Call:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone number call came in on:** \_\_\_\_\_

**Time call was received:** \_\_\_\_\_

#### IF POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What will cause the bomb to explode? \_\_\_\_\_
4. Did you place the bomb? \_\_\_\_\_
5. Why did you place the bomb? \_\_\_\_\_
6. Sex of caller: \_\_\_\_\_
7. Approximate length of call: \_\_\_\_\_

#### PLEASE CHECK THE ADJECTIVES THAT APPLY TO THE SOUND OF THE CALLER'S VOICE:

- Calm
- Laughing
- Lisp
- Disguised
- Angry
- Crying
- Raspy
- Accent
- Excited
- Normal
- Deep
- Familiar (if so, who did it sound like?) \_\_\_\_\_
- Slow
- Cracking Voice
- Slurred Voice
- Loud
- Nasal
- Rapid

# VANDERBILT

OFFICE PROPERTIES

- Clearing Throat
- Stutter
- Deep Breathing
- Soft

**Describe Threat Language:**

- Well spoken
- Educated
- Foul
- Irrational
- Incoherent Taped

**Describe Any Background Sounds Heard:**

- Street Noises
- Crockery
- Voices
- PA System
- Static
- House Noises
- Motor
- Factory or Machinery
- Local
- Long Distance
- Telephone Booth
- Clear
- Cell Phone
- Music
- Animals
- Office
- Other

REMARKS: