

PHONED THREAT DATA SHEET

This checklist should be duplicated and placed at phone stations that receive direct incoming calls from outside lines. All staff who man those lines must be trained in the use of this checklist.

STEP 1: RECORD THE THREAT

If you have recording equipment, START IT.

Telephone number at which call was received: _____ **Extension:** _____

Date Call Received: _____

Time Call Received: _____

Write down the threat exactly as made by the caller:

Phone Number Appearing on Caller ID: _____

STEP 2: GET MORE INFORMATION

"Where is the bomb right now?" (If caller refuses to answer, say "The building is occupied and that the detonation could result in death or serious injury to many innocent children.")

"When is the bomb going to explode?"

"What does the bomb look like?"

"What kind of bomb is it?"

"What will cause the bomb to explode?"

"Who planted the bomb?"

"Why was the bomb planted?"

"When was the bomb planted?"

"How did the person get the bomb in the building?"

"What is your address?"

"What is your name?"

STEP 3: INITIATE THE TRACE AND NOTIFY

When the caller hangs up, DO NOT HANG UP. Leave the phone line open and initiate a trace using the _____ (WRITE CODE HERE) _____ key code. Now, notify _____ (COORDINATOR'S NAME HERE) _____ of the call. Complete the following other procedures our school or district uses: _____

STEP 4: DESCRIBE THE CALLER

Sex of the caller: _____ *Male* _____ *Female* _____ *Unsure*

Approximate Age of Caller: _____

Caller's voice was (circle all that apply):

<u>SPEED AND PITCH</u>	<u>EMOTION</u>	<u>QUALITY</u>	<u>LANGUAGE</u>
Hurried or Rapid	Distant	Stutter	Accented (_____)
Moderately paced	Excited	Lisp	Well-spoken
Slow	Angry	Slurred	Foul
Hushed or quiet	Sad	Whispered	Taped
Loud	Happy	Laughing or Giggling	Incoherent
Deep	Calm	Raspy	Message read
High-pitched	Agitated	Nasal	Irrational
Squeaky	Matter-of-Fact	Deep Breathing	Broken
Other: _____	Boastful	Crying	Drunk
Other: _____	Sincere	Stressed	
Other: _____	Crazed	Whining	
	Other: _____	Clearing Throat	
	Other: _____	Cracking Voice	
	Other: _____	Other: _____	
		Other: _____	
		Other: _____	

Could you tell if the call was:

_____ **Local?** _____ **Long Distance?** _____ **Cell Phone?**

Was the voice familiar? Y or N If yes, how or who? _____

Was the voice disguised? Y or N If yes, how? _____

STEP 5: DESCRIBE THE ATMOSPHERE

Did it sound like (circle): **a cellular phone call** **a land line phone call**

Background Sounds Heard on the Call (circle all that apply):

Street noises	Trains
House noises	Airplanes
Vehicle noise	Party
Voices	Children
Animal noises	Quiet
PA system	Static
Music	Echo
Motor	Other: _____
Factory machinery	Other: _____
Office machinery	Other: _____

Could you make out anything said in the background? _____
