

WILLOW OAKS

BOMB THREAT CHECKLIST

CALL 911 IMMEDIATELY: (If possible, have someone else call 911 during the call.)
After calling 911, immediately contact the Management Office at 703-698-1888.

All employees, especially those answering phones, should always keep a copy of this checklist on their desk or near their phone 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

Describe Threat

Language:

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

Describe Any Background Sounds Heard:

- Street Noises
- Crockery Voices

REMARKS: