

# 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

- ☐ Rapid
  - ☐ 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:**