



West Virginia University Police Department

Bomb Threat Checklist

Be Calm, Be Courteous, Listen and Do Not Interrupt

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

Person Receiving Call _____
Name Phone Number

Department: _____

Write Down Exact Wording of the Threat:

Listen while the caller talks and try to ask the following questions

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why was the bomb placed?
- What is your name?
- What is your address?
- Where are you calling from?
- What is your phone number?

Are you calling from a pay phone?

Gender of Caller: _____

Impression of Race of Caller: _____

Impression of Age of Caller: _____

Caller's Voice/Threat Language Background Noises/Location (Circle ALL that apply):

- Calm, Excited, Angry, Slow, Rapid, Street, Noise, Voices, Music, House, Noise,
- Soft, Loud, Normal, Distinct, Slurred, Laughter, Crying, Motor, Office, Factory
- Nasal, Stutter, Lisp, Deep, Breathing, Dishes, Animal, Noise, Static, Phone Booth, Cell phone
- Deep, Ragged, Cracking, Voice, Clearing Throat, Long Distance, Taped Clear
- Disguised, Foul Language, Well Spoke
- Irrational, Incoherent Accent

Did the caller seem to be reading the message? _____

Was the voice familiar? _____

If so, whom did it sound like? _____