



SCHOOL DISTRICT NO. 20 (KOOTENAY-COLUMBIA)

2001 Third Avenue, Trail BC V1R 1R6 – Phone 250.368.6434 / Fax 250.364.2470

Policy 1.4
Regulation 1.4.3R

BOMB THREAT TELEPHONE CHECKLIST

NOTE 1: Be calm and courteous; LISTEN carefully

BOMB FACTS: Type of Bomb: _____ Location: _____
Number: _____ Time Set At: _____
What does the bomb look like (packaging, etc): _____

CALLER'S IDENTITY: Male Female Adult Juvenile Estimated Age: _____

ORIGIN OF CALL: Local Long Distance Phone Booth Caller ID (within gov't)

NOTE 2: Pretend difficulty with hearing; keep caller talking

If caller is agreeable to further conversation, ask questions like:

- How do you know so much about the bomb? _____
- Why are you doing this? _____
- What is your name and address? _____
- Where are you calling from? _____

VOICE: loud soft high pitch deep
 raspy pleasant intoxicated other: _____

SPEECH: fast slow distinct distorted stutter
 lisp slurred nasal other: _____

LANGUAGE: excellent good fair poor foul
 other: _____

ACCENT: local not local foreign region race

MANNER: calm angry rational irrational coherent
 incoherent deliberate emotional righteous laughing

BACKGROUND

NOISE: factory noise office machines traffic trains
 airplanes mixed bedlam quiet
 voices music party animals

NOTE 3: Did the caller appear familiar with the building by his/her description and remarks? Yes No

**NOTE 4: IMMEDIATELY notify your supervisor/principal in accordance with local instructions.
Treat the information discreetly.**

DATE of Call: _____

TIME of Call: _____

NAME: _____