**THE UNIVERSITY OF TEXAS AT ARLINGTON POLICE DEPARTMENT**

**BOMB THREAT REFERENCE CHECKLIST**

**Pre-Planning for a Bomb Threat:**  *Develop a signal so that when you are on the phone and give the signal others will recognize you have received a bomb threat and someone needs to call the Police - 817-272-3003.*

**During the Bomb Threat Call:**

- □ Remain calm
- □ Keep the caller talking & listen to what the caller is saying
- □ While talking give the signal that you are on a bomb threat call
- □ If phone has caller ID display, record the displayed number __________________________
- □ Write the exact words of the caller as much as possible:

  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

- □ Continue conversation and ask the caller:
  - □ Why are you doing this? ________________________________
  - □ When is the bomb going to explode? ______________________
  - □ Where is the bomb? ________________________________
  - □ What does it look like? ________________________________
  - □ Why was the bomb placed? ________________________________
  - □ Who placed the bomb? ________________________________
  - □ Where are you calling from? ________________________________
  - □ What is your name? ________________________________

**Circle all that apply:**

<table>
<thead>
<tr>
<th>Bomb Threat Caller’s Voice:</th>
<th>Male</th>
<th>Female</th>
<th>Age?:</th>
<th>Accent Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calm</td>
<td>Laughing</td>
<td>Excited</td>
<td>Sincere</td>
<td>Angry</td>
</tr>
<tr>
<td>Normal</td>
<td>Slow</td>
<td>Cracking</td>
<td>Stressed</td>
<td>Crying</td>
</tr>
<tr>
<td>Deep</td>
<td>Rapid</td>
<td>Loud</td>
<td>Broken</td>
<td>Stumble</td>
</tr>
<tr>
<td>Slurred</td>
<td>Familiar with the building</td>
<td>Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Background Sounds you heard:**

<table>
<thead>
<tr>
<th>Music</th>
<th>Static</th>
<th>Local</th>
<th>Animal Noise</th>
<th>Motor</th>
<th>Clear Voices</th>
<th>Office Machinery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factory Machinery</td>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Threat Language:** Foul Taped Incoherent Intoxicated Speech Obstruction: ______________

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Name of person/department who received the call: __________________________ Date/time: ______________