

TELEPHONE OPERATOR CHECK LIST

If you receive a bomb threat, keep calm. Have a prearranged signal to alert a manager to listen also. If possible, record the call. If you can, advise the caller that the detonation of the bomb may kill or injure innocent people. Obtain as much of the following information as possible:

Where is the bomb?

What time is it set to go off?

What kind of bomb is it? If dynamite, how many sticks?

Method of activation: mechanical, movement of clock, chemical actions, etc.

What kind of package or box?

Method of deactivation.

What is your name, address, and telephone number?

Is the call a hoax or legitimate?

Have there been or will there be other calls?

How old are you?

Why did you set the bomb?

Judge the voice: Man__ Woman__ Child__ Age__ Drinking__ Other__

Listen for any background noise:

	<u>Check if Heard</u>	<u>Description</u>
Music	<input type="checkbox"/>	
People Talking	<input type="checkbox"/>	
Cars or Trucks	<input type="checkbox"/>	
Airplane	<input type="checkbox"/>	
Children or Babies	<input type="checkbox"/>	
Machine Noise	<input type="checkbox"/>	
Typing	<input type="checkbox"/>	
Other	<input type="checkbox"/>	