

CODE BLACK CHECKLIST

BOMB THREAT TELEPHONE PROCEDURE

KEEP THE CALLER TALKING - RECORD AS MUCH INFORMATION AS POSSIBLE

DO NOT HANG UP THE PHONE

IF POSSIBLE, HAVE ANOTHER STAFF DIAL 5555

SECTION 1 - GENERAL INFORMATION

Time:		Date:	
Your Name:		Your Number:	

SECTION 2 - DETAIL THE EXACT THREAT OF THE CALLER

(ASK THE CALLER TO REPEAT THIER MESSAGE, IF NECESSARY):

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SECTION 3 - QUESTIONS TO ASK THE CALLER:

When will the bomb go off?	
Where is the bomb located?	
Can you describe the room where the bomb is?	
How did you get the bomb here?	
What does the bomb look like?	
What is the bomb made from?	
How will it go off?	
Did you place the bomb?	
Why are you doing this?	
Do you realize that people might get hurt?	
Where are you calling from?	
Where do you live?	
What is your name?	

SECTION 4 - VOICE CHARACTERISTICS

Gender:
Age:
Tone:
Diction:
Accent:
Manner:

SECTION 5 - BACKGROUND NOISES

<input type="checkbox"/> Quiet <input type="checkbox"/> Trains <input type="checkbox"/> Airplanes <input type="checkbox"/> Helicopters <input type="checkbox"/> Cars <input type="checkbox"/> Machinery <input type="checkbox"/> Construction <input type="checkbox"/> Animals <input type="checkbox"/> Music <input type="checkbox"/> People <input type="checkbox"/> Other:
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SECTION 6 - FINAL COMMENTS
