

## Exhibit A - Bomb Threat Checklist

Time and Date Reported: \_\_\_\_\_ How Reported: \_\_\_\_\_

Exact Words of Caller: \_\_\_\_\_

\_\_\_\_\_

### Questions to Ask:

1. When is bomb going to explode? \_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why did you place the bomb? \_\_\_\_\_
8. When did you place the bomb? \_\_\_\_\_
9. Where are you calling from? \_\_\_\_\_
10. What is your name? \_\_\_\_\_
11. Where do you live? \_\_\_\_\_

### Description of Caller's Voice:

Male/ Female Young \_\_\_\_\_ Middle Age \_\_\_\_\_ Old \_\_\_\_\_ Accent \_\_\_\_\_

Tone of Voice: \_\_\_\_\_

Is voice familiar? \_\_\_\_\_

If so, who did it sound like? \_\_\_\_\_

Other Voice Characteristics: \_\_\_\_\_

Background Noise: \_\_\_\_\_

Time Caller hung up: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name, address and telephone number of recipient: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number that received call: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(A copy of this page should be distributed to all employees.)*