

RESTON SQUARE BOMB THREAT CHECKLIST

CALL 911 IMMEDIATELY: *(If possible, have someone else call 911 during the call.)*
After calling 911, immediately contact the Management Office at 703-448-6443.

All employees, especially those answering phones, should keep a copy of this checklist on their desk or near their phone at all times in the event a bomb threat is received.

Tenant Company Name: _____
Name of Person Taking Call: _____ **Title:** _____
Date: _____ **Phone number call came in on:** _____
Time call was received: _____

IF POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What will cause the bomb to explode? _____
4. Did you place the bomb? _____
5. Why did you place the bomb? _____
6. Sex of caller: _____
7. Approximate length of call: _____

PLEASE CHECK THE ADJECTIVES THAT APPLY TO THE SOUND OF THE CALLER'S VOICE:

- ☐ Calm
- ☐ Laughing
- ☐ Lisp
- ☐ Disguised
- ☐ Angry
- ☐ Crying
- ☐ Raspy
- ☐ Accent
- ☐ Excited
- ☐ Normal
- ☐ Deep
- ☐ Familiar (if so, who did it sound like?) _____
- ☐ Slow
- ☐ Cracking Voice
- ☐ Slurred Voice
- ☐ Loud
- ☐ Nasal

- ☐ Rapid
- ☐ Clearing Throat
- ☐ Stutter
- ☐ Deep Breathing
- ☐ Soft

Describe Threat

Language:

- ☐ Well spoken
- ☐ Educated
- ☐ Foul
- ☐ Irrational
- ☐ Incoherent Taped

Describe Any

Background Sounds

Heard:

- ☐ Street Noises
- ☐ Crockery Voices

- ☐ PA System
- ☐ Static
- ☐ House Noises
- ☐ Motor
- ☐ Factory or Machinery
- ☐ Local
- ☐ Long Distance
- ☐ Telephone Booth
- ☐ Clear
- ☐ Cell Phone
- ☐ Music
- ☐ Animals
- ☐ Office
- ☐ Other

REMARKS: