In the event that the infrastructure receives a threatening phone call, remain calm and try to keep the caller on the line. Use the following checklist to collect as much detail as possible about the nature of the threat and the description of the caller. The bomb threat identification checklist can also be used for other potential threats.

**Report to Local FBI Office:**

<table>
<thead>
<tr>
<th>QUESTIONS TO ASK</th>
<th>EXACT WORDING OF THREAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. When is the bomb going to explode?</td>
<td>________________________</td>
</tr>
<tr>
<td>2. Where is it right now?</td>
<td>________________________</td>
</tr>
<tr>
<td>3. What does it look like?</td>
<td>________________________</td>
</tr>
<tr>
<td>4. What kind of a bomb is it?</td>
<td>________________________</td>
</tr>
<tr>
<td>5. What will cause it to explode?</td>
<td>________________________</td>
</tr>
<tr>
<td>6. Did you place the bomb?</td>
<td>________________________</td>
</tr>
<tr>
<td>7. Why?</td>
<td>________________________</td>
</tr>
<tr>
<td>8. What is your address?</td>
<td>________________________</td>
</tr>
<tr>
<td>9. What is your name?</td>
<td>________________________</td>
</tr>
</tbody>
</table>

Note if (and how) the caller seems familiar with the building by description of bomb location.

**EXACT WORDING OF THE THREAT**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Sex of caller __________ Age __________ Ethnicity________

Time call received __________ Time call hung up __________

Caller ID number __________ Connection (Land line or cellular phone) __________
Fill out completely, immediately following the bomb threat. Check all that apply.

**CALLER’S VOICE**
- [ ] Calm
- [ ] Laughing
- [ ] Lisp
- [ ] Disguised
- [ ] Angry
- [ ] Crying
- [ ] Raspy
- [ ] Whispered
- [ ] Excited
- [ ] Normal
- [ ] Deep
- [ ] Cracking Voice
- [ ] Slow
- [ ] Distinct
- [ ] Ragged
- [ ] Accent
  - Nationality? ___
  - If voice is familiar, who did it sound like? ______________________
- [ ] Rapid
- [ ] Slurred
- [ ] Clearing Throat
- [ ] Soft
- [ ] Nasal
- [ ] Deep Breathing
- [ ] Faint
- [ ] Intoxicated
- [ ] Loud
- [ ] Stutter

**THREAT LANGUAGE**
- [ ] Well Spoken
  - (Educated)
- [ ] Taped
- [ ] Message read by threat marker
- [ ] Foul
- [ ] Irrational
- [ ] Incoherent

**BACKGROUND SOUNDS**
- [ ] Street Noises
- [ ] Voices (Adults/Children)
- [ ] Animal Noises
- [ ] Music
- [ ] House Noises
- [ ] Office Noises
- [ ] Machinery (Office/Factory)
- [ ] Motors
- [ ] Other

Call Received By ________________________  Date ________  Time ________
Telephone Number ________________  Position ________________  Department __________
Call Reported To ________________________  Date ________  Time ________
Report of Suspicious Activity Checklist

In the event personnel from your infrastructure or neighbors observe suspicious activity, use the following checklist to collect as much detail about the nature of the activity.

1. Types of Suspicious Activity:
   □ Breach of Security (e.g. lock cut, door forced open) □ Person Taking Pictures
   □ Unauthorized personnel on property □ Unusual Information Requests
   □ Presence of personnel at location at unusual hours □ Suspicion of Surveillance
   □ Other (Explain)___________________________________________________________

2. Location of Suspicious Activity:
   □ Office □ Plant □ Equipment Yard □ Warehouse
   □ Construction Site □ Off Site Location______________________________
   □ Other (Explain)___________________________________________________________

3. Description of Events:
   What made the activity suspicious___________________________________________
   _____________________________________________________________
   Breach of security (Specify nature and location)_____________________________
   _____________________________________________________________
   What made the person suspicious__________________________________________
   _____________________________________________________________
   What made the vehicle suspicious__________________________________________
   _____________________________________________________________
5. Vehicle Information:

<table>
<thead>
<tr>
<th>Make</th>
<th>Model</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Plate</td>
<td>State</td>
<td>Color</td>
</tr>
<tr>
<td>Number of Passengers</td>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>Distinguishing Marks (e.g. dents, stickers)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Report Prepared By (Name, Department, and Telephone Number):

Date of Incident: ____________  Time of Incident: ____________

7. Incident Reported to: ____________  Date/Time: ____________

8. Action(s) Taken Following Receipt of the Report: