Threat Identification Checklists

Telephone Threat Identification Checklist

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:

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

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?__ _____*
☐ Rapid	☐ Slurred	☐ Clearing Throat	☐ Familiar
☐ Soft	☐ Nasal	☐ Deep Breathing	*If voice is familiar, who did it sound like?_____*
☐ Intoxicated	☐ Loud	☐Stutter	

THREAT LANGUAGE

☐ Well Spoken (*Educated)*	☐ Foul	☐ Irrational	☐ Incoherent
☐ Taped	☐ Message read by threat marker		

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.

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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)_____

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2. Location of Suspicious Activity:

☐ Office ☐ Plant ☐ Equipment Yard ☐ Warehouse

☐ Construction Site ☐ Off Site Location_____

☐ Other (Explain)_____

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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:

Make_____   Model_____   Type_____

License Plate_____   State_____   Color_____

Number of Passengers_____   Year_____

Distinguishing Marks (e.g. dents, stickers)_____

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

Date of Incident:_____   Time of Incident:_____

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

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