**WILLIAM BOOTH SPECIAL CARE HOME**

**CODE BLACK Checklist - Bomb Threat**

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| Date (MM/DD/YY) | Time Received | Duration of call |
| **TYPE OF THREAT** | | |
| ❑ Telephone ❑ Email ❑ Suspicious Package or Letter ❑ Other | | |
| **Record telephone number displayed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Record the Exact Wording of the threat (if it is an email, attach a copy)** | | |

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| **TELEPHONE BOMB THREAT PROCEDURE - ASK THE CALLER:** |
| What time is the bomb set to explode? |
| Where is the bomb? |
| What does it look like? |
| Why did you place the bomb? |
| Where are you calling from? |
| What is your name? |
| Are you or were you a resident here / family member / staff member? |

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| **BACKGROUND NOISE:** | | |
| * Static * Clear * Street Noises * Music * Office Machinery | * Motors * Voices * PA System * Animal Noises * Factory Machinery | * Booth * Local * Long Distance * House Noises * Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **BOMB THREAT CALL DETAILS: (Threat Language)** | | |
| * Foul * Taped | * Irrational * Incoherent | * Well Spoken * Message Read By Caller |
| **CALLER'S VOICE** | | |
| * Calm * Angry * Nasal * Deep * Distinct * Raspy * Disguised | * Excited * Slow * Rapid * Laughter * Slurred * Ragged * Clearing Throat | * Soft * Loud * Normal * Crying * Stutter * Lisp * Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ACCENT** | | |
| * French | * English   \_\_\_ Canadian  \_\_\_ British  \_\_\_ American | * Other   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Is the caller's voice Familiar? (specify) | | |
| Gender: ❑ Male ❑ Female Estimated Age: | | |
| Was the caller Familiar with the area? (specify) | | |

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| **SUSPICIOUS PACKAGE/LETTER PROCEDURE** | | |
| **RECORD THE FOLLOWING:** | | |
| Name(s) of the person(s) who handled the package/letter | | |
| How was the package/letter delivered? | | |
| Who delivered the package/letter? | | |
| If a messenger or courier company delivered the package, write the name of the company, name of the courier and/or description: | | |
| Gender:  Hair Color: | Height:  Age: | Build:  Race: |
| Other distinguishing features (tattoos, scars): | | |
| * Put the package/letter down. * Do not touch or move it. * Do not handle the package in order to retain any fingerprints. * Notify the Executive Director / designate | | |

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| **EMAIL BOMB THREAT PROCEDURE** |
| * Print a copy of the note and attach to this checklist * Save the note. * Do not forward or reply to the note. * Notify the Executive Director / designate |

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| **THREAT RECIPIENT'S INFORMATION:** | | |
| Name (Print & Sign) | Dept. | Telephone Number |