**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 |