

# Call in Threat Checklist

What is the Threat being called in? Use their EXACT WORDS

DESCRIPTION OF THE REPORT		CALLERS VOICE-Circle Applicable	
1	When will the event occur?	ANGRY	ACCENT
2	Where is the item right now?	CALM	ATTEMPT TO DISGUISE
3	What does it look like?	CRYING	CLEARING THROAT
4	What kind of device is it?	DISTICT	COUGHING
5	What will cause it to Explode?	EXCITED	CRACKED VOICE
6	Did you place it there yourself?	LAUGHTER	DEEP BREATHING
7	Why are doing this?	LOUD	DISGUSTED TONE
8	What is your name?	NORMAL	FAMILIAR
9	What is your address?	SLOW	LISP
10	What is your phone number?	SLURRED	NASAL
11	Other info shared:	STUTTERING	RASPY
		SOFT	SHALLOW BREATHING
CALLER DESCRIPTION		BACKGROUND SOUNDS	
SEX of Caller:	_____	STREET NOISE	SPEAKER PHONE
RACE:	_____	ANIMAL NOICES	CLEAR
AGE:	_____	FACTORY MACHINES	OTHER VOICES
UNIQUE Characteristics:		HOUSE SOUNDS	STATIC
		OFFICE SOUNDS	MUSIC
		OTHER:	
CALL DETAILS		THREAT LANGUAGE	
Number at which call was received:	_____	WELL SPOKEN (Educated)	FOUL / PROFANE
Length of Call:	_____	INCOHERENT	IRRATIONAL
START TIME: _____	Date: _____	READ ALOUD	RECORDED
END TIME: _____		ENGLISH LEARNER	
		OTHER:	

## DURING the CALL

- 1 **DO NOT** hang up! Try to get as much information from the caller as you can.
- 2 Stay as calm as possible.
- 3 Attempt to find out why the treat is being made.
- 4 identify the type of threat and to whom the call / threat is being made / targeted.

## AFTER the CALL

- 1 Write down as much of the EXACT statement made as you possibly can.
- 2 Call 911 from a different phone if at all possible
- 3 Notify Administration
- 4 Follow District EOP



**DO NOT HANDLE SUSPICIOUS PACKAGES, MAIL, ETC.**