

Keep this form near your phone. Download your copy from MyNAVSUP – FISC San Diego – Library tab – FISCSD Standard Forms link

TELEPHONIC BOMB THREAT CHECKLIST

Step 1: READ THIS FORM IMMEDIATELY TO FAMILIARIZE YOURSELF WITH THE PROCEDURE – DO NOT WAIT FOR A BOMB THREAT.

Step 2: IF YOU BELIEVE A CALL IS A BOMB THREAT, IMMEDIATELY ALERT PEOPLE AROUND YOU THAT THIS IS A BOMB THREAT AND **EVACUATION IS REQUIRED.**

Step 3: STAY CALM: IMMEDIATELY CALL 9-911 - DO NOT USE A CELLPHONE

**OPTIONAL – IF YOU BELIEVE YOU HAVE 10 SECONDS,
FIND OUT THE FOLLOWING:**

OPTIONAL: IN 10 SECONDS OR LESS ASK:

1. WHERE IS THE BOMB RIGHT NOW? _____

2. WHEN IS IT GOING TO EXPLODE? _____

DO NOT BE DISTRACTED BY THE CALLER – SAFETY FIRST - EVACUATE

**FILL OUT THE FOLLOWING SECTION AFTER
YOU HAVE CALLED 9-911 (NO CELLPHONES) AND
YOU AND OTHERS ARE IN A SAFE LOCATION**

TIME OF CALL: _____ **DATE:** _____

CALLER'S EXACT WORDS

FROM WHAT YOU REMEMBER – PROVIDE THE FOLLOWING INFORMATION:

1. CALLER'S IDENTITY: Male Female Adult Juvenile

2. AGE: _____

3. VOICE: Loud Soft High Pitch Deep Raspy
Other: _____

4. ACCENT: Local Not Local Foreign Regional

5. SPEECH: Fast Slow Distinct Distorted
 Nasal Lisp Slur Stutter

Continued on back

6. LANGUAGE: Excellent Good Fair Poor Foul

Other: _____

7. SPEECH: Calm Rational Irrational
 Angry Deliberate Intoxicated
 Laughing Emotional Coherent

8. BACKGROUND NOISE: Office Machines Trains Party Sounds
 Factory Machines Airplanes Street Traffic
 Mixed Quiet Voices Animals

9. OTHER INFORMATION: Was a name of a person or place or other specific reference mentioned? Yes No
If Yes, please provide details in Remarks section.

REMARKS (Anything else you recall)

WHERE WERE YOU WHEN YOU RECEIVED THE CALL?

TIME CALLER HUNG UP: _____

CALL RECIPIENT INFORMATION

WORK INFORMATION

NAME OF CALL RECIPIENT: _____ WK. PHONE: _____

ORGANIZATION/LOCATION: _____

DEPARTMENT: _____ CODE: _____

**IMMEDIATELY ALERT PEOPLE AROUND YOU -
EVACUATE - CALL 9-911 (DO NOT USE A CELLPHONE).**

NOTE: This form is available 24/7 online at MyNAVSUP – FISCSD – Library – FISCSD Standard Forms link – Administrative Section – Form 2060/2.