



# Bomb Threat Checklist

Print Form

Risk Management  
Mat-Su Borough School District  
501 N. Gulkana  
Palmer, AK 99645  
P: (907) 746-9213 || F: (907) 761-4091

**Special Instructions:** Complete this form when a bomb threat is received. The person receiving the threat should keep the caller on the line as long as possible in order to obtain information that will help the police.

### Information to Attempt to Obtain from the Caller:

When will the bomb explode?	<input type="text"/>	Where is it located?	<input type="text"/>
Did you place the bomb?	<input type="text"/>	What does it look like?	<input type="text"/>
Why?	<input type="text"/>	Are there any others?	<input type="text"/>
What type of bomb is it?	<input type="text"/>	Where are you?	<input type="text"/>
What will cause it to explode?	<input type="text"/>	What is your name?	<input type="text"/> Age: <input type="text"/>

### Message (Try to copy the EXACT WORDING of the threat):

### Caller's Voice:

- |                                  |                                 |                                   |                                      |   |   |  |
|----------------------------------|---------------------------------|-----------------------------------|--------------------------------------|---|---|--|
| <input type="checkbox"/> Male    | <input type="checkbox"/> Female | <input type="checkbox"/> Laughing | <input type="checkbox"/> Stutter     | <input type="checkbox"/> Disguised      | <input type="checkbox"/> Deep Breathing     | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Slow   | <input type="checkbox"/> Crying   | <input type="checkbox"/> Lisp        | <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Irrational         |  |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Rapid  | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Ragged      | <input type="checkbox"/> Foreign        | <input type="checkbox"/> Taped Message      |  |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Soft   | <input type="checkbox"/> Distinct | <input type="checkbox"/> Deep        | <input type="checkbox"/> Familiar       | <input type="checkbox"/> Statement Was Read |  |
| <input type="checkbox"/> Nasal   | <input type="checkbox"/> Loud   | <input type="checkbox"/> Raspy    | <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Incoherent     | <input type="checkbox"/> Foul Mouthed       |  |

### Background Sounds:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Street (Cars, Buses) | <input type="checkbox"/> Machinery     | <input type="checkbox"/> Animals                      |
| <input type="checkbox"/> Airplane             | <input type="checkbox"/> Long Distance | <input type="checkbox"/> Household (TV, Dishwasher)   |
| <input type="checkbox"/> Other Voices         | <input type="checkbox"/> Phone Booth   | <input type="checkbox"/> Motor (Fan, Air Conditioner) |
| <input type="checkbox"/> PA System            | <input type="checkbox"/> Static        | <input type="checkbox"/> Office (Copier, Fax)         |
| <input type="checkbox"/> Music                | <input type="checkbox"/> Local Call    | <input type="checkbox"/> Other <input type="text"/>   |

### After Receiving the Call:

1. Leave the phone off the hook - immediately contact the Principal / Supervisor
2. The Principal / Supervisor will give the order to evacuate any or all sections of the school deemed unsafe. Evacuation of school building areas is appropriate in all cases where the safety of students and personnel is involved. Building evacuation due to circumstances that may not permit prompt reentry by students and staff requires consideration of weather conditions and available shelter. Routine drills shall be held to familiarize all persons with standard building evacuation procedures.
3. The Principal will call 911 (**Police reports are to be made on all bomb threats**), the School Safety and Emergency Preparedness Coordinator, the Superintendent, and the Public Information Officer.
4. Return students to class only when it is deemed safe to do so.

Name of Individual Completing This Form \_\_\_\_\_ Date of Threat \_\_\_\_\_