

DULLES STATION EAST BOMB THREAT CHECKLIST

CALL 911 IMMEDIATELY: *(If possible, have someone else call 911 during the call.)*
After calling 911, immediately contact the Management Office at 571-326-1599.

All employees, especially those answering phones, should keep a copy of this checklist on their desk or near their phone at all times in the event a bomb threat is received.

Tenant Company Name: _____
Name of Person Taking Call: _____ **Title:** _____
Date: _____ **Phone number call came in on:** _____
Time call was received: _____

IF POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What will cause the bomb to explode? _____
4. Did you place the bomb? _____
5. Why did you place the bomb? _____
6. Sex of caller: _____
7. Approximate length of call: _____

PLEASE CHECK THE ADJECTIVES THAT APPLY TO THE SOUND OF THE CALLER'S VOICE:

- ☐ Calm
- ☐ Laughing
- ☐ Lisp
- ☐ Disguised
- ☐ Angry
- ☐ Crying
- ☐ Raspy
- ☐ Accent
- ☐ Excited
- ☐ Normal
- ☐ Deep
- ☐ Familiar (if so, who did it sound like?)
- ☐ Slow
- ☐ Cracking Voice
- ☐ Slurred Voice
- ☐ Loud
- ☐ Nasal

- ☐ Rapid
 - ☐ Clearing Throat
 - ☐ Stutter
 - ☐ Deep Breathing
 - ☐ Soft
- Describe Threat Language:**
- ☐ Well spoken
 - ☐ Educated
 - ☐ Foul
 - ☐ Irrational
 - ☐ Incoherent Taped

- Describe Any Background Sounds Heard:**
- ☐ Street Noises
 - ☐ Crockery Voices

- ☐ PA System
- ☐ Static
- ☐ House Noises
- ☐ Motor
- ☐ Factory or Machinery
- ☐ Local
- ☐ Long Distance
- ☐ Telephone Booth
- ☐ Clear
- ☐ Cell Phone
- ☐ Music
- ☐ Animals
- ☐ Office
- ☐ Other

REMARKS: