

BOMB THREAT HELIPORT CHECKLIST

<i>Item</i>	<i>Actions</i>	<i>Steps</i>
1	LISTEN	REMAIN CALM – BE COURTEOUS – DO NOT INTERRUPT CALLER – ASK QUESTIONS – TAKE GOOD NOTES
2	INQUIRE	WHERE IS THE BOMB LOCATED _____ WHEN IS IT GOING TO EXPLODE _____ WHAT KIND OF BOMB IS IT _____ WHAT DOES THE BOMB LOOK LIKE _____ IS THE BOMB BOOBY-TRAPPED _____ IS THIS THE ONLY BOMB _____ Other: _____
3	NOTE	<u>Circle what pertains</u> Gender <u> M </u> or <u> F </u> AGE Child Teenager Adult Senior Voice Loud Soft Deep High-Pitched Raspy Pleasant Accent Local Regional Foreign Not Local Speech Pattern Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp Vocabulary Usage Rehearsed Excellent Fair Poor Vulgar Manner Calm Angry Rational Irrational Coherent Incoherent Sad Deliberate Emotional Righteous Laughing Intoxicated Background Noise Office machines Factory Machines Quiet Party atmosphere Street traffic Animals Airplanes Trains Bedlam Music Voices Other
4	NOTIFY	CALL the POLICE 911. ALSO REQUEST AN AMBULANCE
5	NOTIFY	CALL LOCAL FBI OFFICE # _____
6	NOTIFY	CALL LOCAL ATF OFFICE # _____
7	COMPLY	DO NOT PANIC, FOLLOW THE DIRECTIONS OF THE AUTHORITIES
8	NOTIFY	HELIPORT MANAGER INITIATE RECALL ROSTER AS NECESSARY