HOSTAGE / HIJACKING HELIPORT CHECKLIST

ITEM	***ACTIONS***	***STEPS***
1	VERIFY	Who is the Reporting Source, Confirm
2	COLLECT INFORMATION	Obtain the following information: CRISIS LOCATION_____ "N" NUMBER of AIRCRAFT _____ NUMBER of SUSPECTS_____ NUMBER of HOSTAGES _____ NAME(s) of HOSTAGES_____ CAPTOR'S DEMAND_____
3	DELAY	If you are not the reporting source and this information is received via telephone, Keep this person talking, Keep them on the phone.
4	NOTIFY	***CALL the POLICE 911.*** If item #3 applies, tell them your phone number that the caller is on.
5	NOTIFY	Call a local FBI field office # _____
6	NOTES	If source (CALLER) is via telephone, note the following information: ***Circle what pertains*** ***Gender*** __M__ or __F__ ***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 _____ ***Other notes***