

SED Bomb Threat/Serious Incident Report Form

CP-4 (12/16)

New York State Police

Bomb Threat Checklist	Place under your phone or save to your computer desktop
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Exact wording of threat	Questions to ask
	Where is the bomb located?
	When will it go off?
	What does it look like?
	What kind of bomb is it?
	What will make it explode
	Did you place the bomb? Why?
	Where are you calling from?
What is your name?	

Observations about the call	
Estimated age:	Voice familiar? If so, who does it sound like:
Voice computer generated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Threat read from script?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Threat played from recording?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Phone number displayed on caller ID:	

Caller's Voice		Background Noises		Threat language			
Female	<input type="checkbox"/>	Excited	<input type="checkbox"/>	Airplane	<input type="checkbox"/>	Incoherent	<input type="checkbox"/>
Male	<input type="checkbox"/>	Laughter	<input type="checkbox"/>	Animal	<input type="checkbox"/>	Irrational	<input type="checkbox"/>
Accent	<input type="checkbox"/>	Lisp	<input type="checkbox"/>	Factory machinery	<input type="checkbox"/>	Profane	<input type="checkbox"/>
Angry	<input type="checkbox"/>	Loud	<input type="checkbox"/>	Household	<input type="checkbox"/>	Well-spoken	<input type="checkbox"/>
Calm	<input type="checkbox"/>	Nasal	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>		
Clearing throat	<input type="checkbox"/>	Normal	<input type="checkbox"/>	Music	<input type="checkbox"/>		
Coughing	<input type="checkbox"/>	Ragged	<input type="checkbox"/>	Office machinery	<input type="checkbox"/>		
Cracking voice	<input type="checkbox"/>	Rapid	<input type="checkbox"/>	PA system	<input type="checkbox"/>		
Crying	<input type="checkbox"/>	Raspy	<input type="checkbox"/>	Quiet	<input type="checkbox"/>		
Deep	<input type="checkbox"/>	Slow	<input type="checkbox"/>	Street	<input type="checkbox"/>		
Deep breathing	<input type="checkbox"/>	Slurred	<input type="checkbox"/>	Train	<input type="checkbox"/>		
Disguised	<input type="checkbox"/>	Soft	<input type="checkbox"/>	Voices	<input type="checkbox"/>		
Distinct	<input type="checkbox"/>	Stutter	<input type="checkbox"/>				

Other Information	
Date of call:	Notes:
Time call started:	
Time call ended:	
Name of call taker :	
Number call received at:	
Call Reported to:	
Phone number:	

Bomb Threat Checklist

Place under your phone or save to your computer desktop

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with first responders and other stakeholders.

Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist.

If a bomb threat is received by phone

- Keep the caller on the line for as long as possible.
- Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities with information and await instructions.
- If possible, write a note to a colleague to call the authorities.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- DO NOT HANG UP, even if the caller does.

If a bomb threat is received by written note

- Call 911
- Notify building administrator
- Handle note as minimally as possible
- Do not remove threats from walls, mirrors, or other locations

If a bomb threat is received by e-mail/social media

- Call 911
- Notify building administrator
- Do not delete the message

Signs of a suspicious package

- | | |
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| <ul style="list-style-type: none"> • Excessive/Foreign/No/Non-cancelled postage • Incorrect titles • Misspelled words • No return address • Poorly handwritten or cut and paste lettering • Endorsements such as: "Fragile – Handle with Care," "Rush – Do not delay," "To be opened in the privacy of ____." | <ul style="list-style-type: none"> • Protruding wires, foil, string, or tape • Stains • Strange odor • Strange sounds • Unexpected delivery |
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Do not touch suspicious packages
Do not use two-way radios or cell phones